

Letter of Stepping Down from Temporary Role

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my decision to step down from my temporary role as [Your Temporary Role] effective [Last Working Day, e.g., two weeks from today].

This choice was not made lightly, as I have truly enjoyed my time working with the team and contributing to [mention any specific project or goals]. However, due to [brief reason for stepping down, e.g., personal reasons, another opportunity], I believe it is in the best interest for both myself and the company.

I am committed to ensuring a smooth transition and would be happy to assist in any way possible during this process. Please let me know how I can help in transferring my responsibilities.

Thank you for the opportunity to be a part of [Company/Organization Name]. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

[Your Name]