

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my temporary position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have greatly appreciated the opportunity to work with you and the team during my time here.

Thank you for your support and understanding. I wish you and the company continued success.

Sincerely,
[Your Name]