

Withdrawal from Temporary Assignment

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

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally inform you that I am withdrawing from my temporary assignment as [Position] with [Company Name] effective [Last Working Day, if applicable].

This decision was not made lightly, and I appreciate the opportunity to work with the team. However, due to [brief explanation of reason, e.g., personal reasons or unforeseen circumstances], I am unable to continue in this role.

Thank you for your understanding. I appreciate the support and guidance I received during my time here and hope to stay in touch.

Sincerely,

[Your Name]