

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my part-time position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance you provided throughout my employment.

I wish the team continued success and hope to stay in touch.

Sincerely,

[Your Name]