

# Resignation from Project Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from the [Project Name] agreement, effective [Last Working Day, if applicable]. After careful consideration, I have decided to step back due to [brief reason if appropriate].

I appreciate the opportunities and experiences I have gained during my time working on this project. It has been a valuable experience, and I wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]