

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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, two weeks from today's date].

Thank you for the opportunity to be a part of your team. I have enjoyed working here and appreciate the support you have provided during my time at the company.

If there is anything I can do to assist during this transition, please let me know.

Sincerely,

[Your Name]