

[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 position as [Your Position] at [Company's Name] effective [Last Working Day], following the conclusion of the seasonal duties.

Thank you for the opportunity to be a part of [Company's Name]. I have enjoyed working with the team and appreciate the support I received during my time here.

I wish the company continued success and hope to cross paths again in the future.

Sincerely,

[Your Name]