

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to work in this temporary seasonal role. I have enjoyed my time here and have learned a great deal. I appreciate the support and guidance from you and the team.

Please let me know how I can assist during the transition. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]