

# 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 at [Company's Name], effective [Last Working Day], as my seasonal contract is due to expire.

I want to express my gratitude for the opportunities I have received during my time here. It has been a valuable experience, and I appreciate the support from you and my colleagues.

Please let me know how I can assist during the transition period.

Thank you once again.

Sincerely,

[Your Name]