

[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]. I have greatly appreciated the opportunity to be part of the team during this seasonal period.

Thank you for the experience and support during my time here. I am grateful for the skills I've gained and the relationships I've built.

Wishing you and the team all the best for the future.

Sincerely,

[Your Name]