

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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, typically two weeks from the date above].

Working here on a seasonal basis has been a rewarding experience, but I have decided to pursue other opportunities that align with my career goals.

I appreciate the support and mentorship I received during my time here and will strive to make this transition as smooth as possible.

Thank you for the opportunity to be a part of [Company's Name]. I hope to stay in touch.

Sincerely,

[Your Name]