

Professional Resignation Letter for Temporary Contract Employment

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company/Organization Name], effective [Last Working Day, e.g., "two weeks from today, on June 30, 2024"]. As my temporary contract is approaching its conclusion, I want to ensure a smooth transition by providing this notice.

I have greatly valued the opportunity to contribute to [Company/Organization Name] and have learned a great deal during my time here. I appreciate the support and guidance provided by the team and management throughout my employment.

During the remainder of my contract, I am committed to completing my tasks and assisting in any way possible to facilitate a seamless handover of my responsibilities.

Thank you again for the opportunity to work with such a talented team. I look forward to staying in touch and wish [Company/Organization Name] continued success in the future.

Sincerely,
[Your Name]