

Resignation Letter Template for Part-Time Student Worker

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

[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as a part-time [Your Job Title] at [Company/Organization Name], effective [Last Working Day, e.g., Two Weeks from Today's Date].

This was not an easy decision, as I have greatly valued my experience here. However, due to [briefly state reason, e.g., increasing academic commitments/personal reasons], I feel it is necessary to step down from my role at this time.

I am extremely grateful for the opportunities I have had to learn and grow as part of your team. Thank you for your support, guidance, and the positive work environment.

I am committed to ensuring a smooth transition, and I am happy to assist in training a replacement or wrapping up my current projects before my departure.

Thank you again for the opportunity to work at [Company/Organization Name]. I hope to keep in touch and wish the team continued success in the future.

Sincerely,
[Your Name]