

Sample Resignation Letter for Fixed-Term Contract Employee

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter or as stated in your contract].

While I have valued the experience and opportunities provided to me during the course of my fixed-term contract, I have decided to resign before the conclusion of the contract term due to [briefly state your reason, e.g., personal reasons, a new opportunity, etc.].

I would like to express my gratitude for the support and encouragement I have received during my time with [Company Name]. It has been a pleasure working with you and the team. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the company continued success in the future.

Sincerely,
[Your Name]