

Formal Resignation Letter Template for Project-Based Contract Staff

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

[Recipient's Name]
[Recipient's 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 Title] with [Company/Organization Name], effective [Last Working Day, e.g., July 30, 2024]. As my role was based on a project contract, I would like to confirm my intention to conclude my employment upon the completion of [Project Name/Description] or on the effective date mentioned above.

I would like to express my sincere gratitude for the opportunity to work with [Company/Organization Name] and to be part of the [Project Name]. The experience has contributed greatly to my professional and personal growth, and I appreciate the support and guidance provided by you and the team during my tenure.

To ensure a smooth transition, I am fully committed to assisting in the handover of my responsibilities and documenting relevant project information. Please let me know how I can help during this process.

Thank you again for this valuable opportunity. I look forward to staying in touch, and I wish [Company/Organization Name] continued success in all future undertakings.

Sincerely,
[Your Name]