

Resignation Letter for Contract Employee (Citing Personal Reasons)

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

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

Dear [Recipient 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 above or as stated in your contract].

This decision has not been easy and comes after careful consideration of my personal circumstances. Due to personal reasons, I am unable to continue my contract beyond the mentioned date. I want to thank you and the team for the opportunities and support provided during my tenure. I have greatly appreciated the chance to contribute to [Company Name] and work with such a talented group of individuals.

I am committed to ensuring a smooth handover of my responsibilities before my departure. Please let me know how I can assist with the transition process.

Thank you for your understanding.

Sincerely,
[Your Name]