

Resignation Letter for Part-Time Job with Flexible Hours

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from date above].

Working in a part-time capacity with such flexible hours has been an invaluable experience for me, and I deeply appreciate the understanding and support you and the team have provided during my employment. This flexibility has allowed me to balance other personal and professional commitments, for which I am truly grateful.

After careful consideration, I have decided to step down from my role due to [brief reason, e.g., personal commitments, focusing on studies, accepting a new opportunity, etc.]. Please rest assured that I will do everything possible during my remaining time to ensure a smooth transition. I am happy to help with training a replacement or providing any needed assistance during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I am thankful for all that I have learned and for your continued support and flexibility.

I hope to maintain our positive relationship moving forward and wish the company ongoing success.

Sincerely,
[Your Name]