

Resignation Letter Template for Short-Term Contract Worker

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor/Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor/Manager's Name],

I am writing to formally resign from my position as [Your Position Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above or as required by your contract].

My time at [Company Name] has been valuable, and I appreciate the opportunity to work as part of your team, even during this short-term engagement. After careful consideration, I have decided to end my employment early due to [briefly state reason, if desired, e.g., personal obligations, another opportunity, etc.].

I am committed to ensuring a smooth transition during my notice period. Please let me know how I can assist in winding down my responsibilities or handing over my duties to a colleague.

Thank you once again for the opportunity and guidance during my contract period. I wish the team and company ongoing success.

Sincerely,

[Your Name]