

# Resignation Letter Sample with Immediate Effect for Contract Employees

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective immediately, as per the terms outlined in my employment contract dated [Contract Date].

I have made this decision after careful consideration, and I kindly request that my resignation be accepted with immediate effect. I understand the terms and conditions specified within my contract regarding notice periods and termination, and I am prepared to comply with any outstanding obligations or requirements to ensure a smooth transition.

Please let me know if there are any formalities or documentation I need to complete prior to my departure. I am committed to addressing any pending matters to the best of my ability before my exit.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my tenure at [Company Name]. I appreciate the support and guidance extended to me while working here.

Thank you for your understanding and cooperation. I wish the company continued growth and success in the future.

Sincerely,  
[Your Name]