

Immediate Resignation Letter for Contract Employee (With Notice Period)

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally tender my immediate resignation from my position as [Your Designation/Job Title] at [Company Name], as per the terms of my employment contract dated [Contract Start Date]. While my decision is prompted by [brief reason for resignation, optional], I remain committed to upholding my contractual obligation to serve the required notice period of [Number of Weeks/Months], as specified in my contract.

Therefore, my last working day will be [Last Working Day, as per notice period]. During this transition period, I am dedicated to ensuring a thorough handover of my responsibilities and assisting in any way possible to facilitate a smooth transition.

I would like to express my sincere gratitude for the opportunities and experiences provided to me during my tenure at [Company Name]. I value our professional relationship and look forward to staying in touch.

Please let me know if there are any formalities or documentation I should complete prior to my departure.

Thank you for your understanding and support.

Sincerely,

[Your Name]