

Formal Resignation Letter Template for Contract Employees (With Notice Period)

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as **[Your Job Title]** at **[Company/Organization Name]**, in accordance with the terms outlined in my employment contract. As per the contractual notice period of **[Notice Period, e.g., "two weeks"/"one month"]**, my final working day will be **[Last Working Day, e.g., "June 30, 2024"]**.

I appreciate the opportunities for professional and personal growth that I have received during my time here. It has been a pleasure working with you and the team. During the notice period, I am committed to ensuring a smooth transition by completing my ongoing tasks and assisting with the handover process as needed.

Please let me know if there are any specific requirements or procedures I should follow during my notice period. I am happy to cooperate to make this transition as seamless as possible.

Thank you once again for the opportunity to be part of **[Company/Organization Name]**. I hope to maintain a positive relationship moving forward and wish continued success to you and the company.

Sincerely,

[Your Name]