

Resignation Letter Template: Part-Time Job (Schedule Conflict)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 Position] at [Company Name], effective [Last Working Day, typically two weeks from today]. This has not been an easy decision, but due to recent changes in my personal schedule, I am unable to continue meeting the requirements of my current work hours.

I have greatly appreciated the opportunity to be a part of [Company Name], and I am truly thankful for the experience, support, and knowledge I have gained during my time here. It has been a pleasure working with you and my colleagues, and I am grateful for the trust and encouragement I have received.

I will do my best in the coming weeks to ensure a smooth transition. Please let me know if there is anything I can do to help train a replacement or complete outstanding tasks before my departure.

Thank you once again for the opportunity to be a part of your team. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]