

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a part-time [Your Job Title] at [Company's Name] effective [Last Working Day, typically two weeks from the date above].

I have truly enjoyed my time working with the team and appreciate the opportunities for personal and professional development.

Thank you for your support and guidance during my tenure at [Company's Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,
[Your Name]