

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

Dear [Client's Name],

I hope this message finds you well. I am writing to formally resign from my freelance position with [Client's Company Name], effective [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed working with you and appreciate the opportunities for professional and personal growth that this role has provided.

I will ensure a smooth transition by completing any outstanding projects and providing necessary documentation to assist in the continuation of ongoing work.

Thank you for the trust and support you have given me during my time here. I look forward to staying in touch in the future.

Warm regards,

[Your Name]