

[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 appreciate the opportunities I've had during my time with the company and the support from my colleagues and management. I have enjoyed my role and gained valuable experience.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are completed before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]