

[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 temporary position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunity to work with you and the team during my time here. I have learned a lot and enjoyed my experience at [Company's Name]. Thank you for your support and understanding. I wish you and the company all the best in the future.

Sincerely,
[Your Name]