

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

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

I appreciate the opportunity to work with the team and contribute to [specific project or aspect of the job]. It has been a valuable experience for my professional development.

Thank you again for this opportunity. I hope to maintain a positive relationship moving forward.

Sincerely,
[Your Name]