

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

Dear [Recipient's Name],

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

I have greatly appreciated the opportunity to work with you and the team over the past [duration of contract]. This experience has been invaluable for my growth and development, and I am grateful for the support and guidance I received during my time here.

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch and look forward to crossing paths in the future.

Warm regards,

[Your Name]