

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had while working at [Company Name] and appreciate the support and guidance I have received from you and the team.

I will do everything I can to ensure a smooth transition and will complete all outstanding tasks before my departure.

Thank you once again for the enriching experience. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]