

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

I appreciate the opportunity to work during this seasonal period and am grateful for the experiences I've gained and the relationships I've built.

Thank you for your understanding. I look forward to staying in touch and wish the team continued success.

Sincerely,
[Your Name]