

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position as a part-time [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of this letter].

I have greatly appreciated the opportunity to work with you and the entire team at [Company's Name]. The experiences I have gained here will be invaluable in my future endeavors.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for the support and guidance during my time at [Company's Name]. I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]