

Notice of Resignation Letter Form Sample for Contract Employees

This **notice of resignation letter form** sample is designed specifically for contract employees to formally communicate their intent to leave their position. It ensures clarity and professionalism while adhering to contractual obligations. Using this template helps maintain a smooth transition and clear documentation for both employee and employer.

Date:

Employer/Manager's Name:

Company Name:

Company Address:

Your Name:

Your Position/Title:

Current Contract End Date:

Notice Period (per contract):

Intended Last Working Day:

Resignation Statement (you may edit as appropriate):

Dear [Employer/Manager's Name],	▲
I am writing to formally notify you of my resignation from my position	
as [Your Position/Title] with [Company Name], effective [Last	
Working Day], in accordance with the notice period as stated in my	▼
contract.	
Thank you for the opportunity to work with [Company Name]. I will	