

Template 1: Professional Growth Resignation Letter

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my resignation from [Project Name] as an independent contractor, effective [Last Working Day, at least two weeks from the date of the letter]. This decision comes after careful consideration of my career path and professional growth objectives.

During my time with [Company Name], I have gained valuable experiences and insights, for which I am deeply grateful. The projects I have worked on have not only challenged me but also enriched my professional skills and knowledge. It is now time for me to move on to new opportunities that align more closely with my long-term career goals.

I am committed to ensuring a smooth transition and minimizing any disruption to the project. I am prepared to complete all pending tasks and am also willing to assist in the onboarding process of my replacement if required. Please let me know how I can help during this transition.

Thank you for the opportunities for professional development that you have provided me during my tenure as a contractor. I have enjoyed working with you and the team and look forward to staying in touch.

Please feel free to reach out to me at any time if further information or assistance is needed.

Warm regards,

[Your Name]