

Template 2: Project-Specific Departure 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 inform you of my decision to resign from my role in [Specific Project] as an independent contractor, effective [Last Working Day]. This decision has been made due to [specific reasons like the project's natural completion, change in project direction, or personal reasons].

It has been a genuine pleasure contributing to [Project Name] and seeing our collective efforts come to fruition. I am particularly proud of [mention any significant contributions or milestones], and I am confident that the team will continue to achieve great success.

To assist with a seamless transition, I have outlined the status of all my current tasks and responsibilities and have documented key information and contacts related to the project. I am also available for any training sessions or discussions that may facilitate the handover of my duties.

Thank you for the opportunity to be a part of this project. I value the experience and knowledge gained and hope to carry this forward into my future endeavors.

Best wishes for the future of [Project Name], and I hope our paths may cross again.

Sincerely,

[Your Name]