

Temporary Job Resignation Letter Sample

Subject: Your Name - Resignation

Dear Mr./Ms. Last Name:

I have enjoyed working at ABC Manufacturing. However, I regret to inform you that I will not be able to complete this temporary assignment. I have secured a full-time permanent position. My last day of work will be August 20, 2021.

I appreciate the opportunities you have provided me during my time with the company.

Sincerely,

Your Typed Name