

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, but after careful consideration, I have decided to concentrate on freelance projects that I am passionate about. I believe this is the right step for my career at this time.

I appreciate the opportunities I have had during my time at [Company's Name] and have enjoyed working alongside a talented team. I am grateful for the support and guidance I have received and will carry these experiences with me as I move forward.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]