

Resignation Letter

[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]

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]. After careful consideration, I have decided to take a step back to focus on cultivating my personal creativity.

This decision was not easy as I have enjoyed working with such a talented team and value the experiences I've gained during my time here. However, I believe that pursuing my creative interests will provide me with the opportunities for personal growth that I seek.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in my remaining time. Thank you for your support and understanding.

Wishing [Company's Name] continued success in the future.

Sincerely,
[Your Name]