

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 of this letter].

This decision was not made lightly; however, I have decided to dedicate my time to my creative pursuits which I feel strongly about. I believe this period of exploration will greatly contribute to my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate your support and guidance throughout my journey here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively before my departure.

Thank you once again for everything.

Sincerely,

[Your Name]