

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 above].

This decision comes after much contemplation, as I have decided to embark on a creative journey that I believe is essential for my personal and professional growth. I have always been passionate about [specific area of creativity], and I feel now is the time to fully dedicate myself to this pursuit.

I am grateful for the opportunities I have had while at [Company's Name] and for the support from you and my colleagues. I appreciate the skills I have developed here, which I will carry forward into my next venture.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing and ensure a smooth handover.

Thank you once again for everything. I hope our paths cross again in the future.

Sincerely,

[Your Name]