

# 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 above].

This decision was not easy and required considerable thought. However, I have decided to embrace new creative opportunities that have presented themselves to me, and I believe this is the right time to pursue them.

I am truly grateful for the opportunities I've had during my time at [Company's Name]. I have learned so much and have enjoyed working with such a talented team. I appreciate your support and guidance throughout my journey here.

During my remaining time, I am committed to ensuring a smooth transition. I will do everything possible to hand off my responsibilities and train whoever will take over my duties.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]