

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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 as I have chosen to pursue my passion for artistic endeavors, which I feel compelled to explore at this juncture in my life.

Working at [Company's Name] has been an incredibly enriching experience, and I am grateful for the opportunities I have had to grow professionally and personally. I appreciate your guidance and support during my time here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities in the upcoming weeks. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]