

# 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 careful consideration and reflection on my personal goals and aspirations.

While I have greatly appreciated the opportunities for professional development and growth during my time here, I feel the need to pursue my artistic passions, which I have long sought to explore. It is my belief that dedicating more time to my creative endeavors is essential for my personal fulfillment.

I am grateful for the support and guidance I have received from the entire team, and I sincerely hope to maintain our connections in the future. Please let me know how I can assist during the transition period; I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]