

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 is motivated by my desire to prioritize my creative development and pursue new artistic endeavours.

Working at [Company's Name] has been a valuable experience, and I am grateful for the support and opportunities I have received during my time here. I truly appreciate the relationships I've built and the lessons learned.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to grow and succeed.

Sincerely,

[Your Name]