

# 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]. After careful consideration, I have decided to pursue a career in the creative field, which has been a lifelong passion of mine.

Working at [Company's Name] has been an incredible journey, and I am grateful for the opportunities I have had to grow both professionally and personally. I appreciate the support and encouragement I have received from you and my colleagues throughout my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities efficiently during my remaining time. 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 thrive.

Sincerely,

[Your Name]