

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 as a designer at [Company's Name], effective [Last Working Day, typically two weeks from date].

This decision comes as I have decided to explore freelance opportunities that align more closely with my personal and professional goals. I am excited about this new direction, but I will sincerely miss working alongside you and the talented team here.

Thank you for the support and opportunities you have provided me during my time at [Company's Name]. I appreciate the valuable experiences I have gained and hope to stay in touch as I move forward.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Wishing [Company's Name] continued success in the future.

Sincerely,
[Your Name]