

Resignation Letter

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After much thought and consideration, I have decided to pursue my dream in the creative sector, where I believe I can truly thrive and fulfill my passions.

Working at [Company Name] has been an incredible experience, and I am immensely grateful for the opportunities I have had to grow and develop both personally and professionally. The support from you and my colleagues has been invaluable, and I will cherish the memories we have created together.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for your guidance and support. I hope to stay in touch and wish [Company Name] all the best for the future.

Sincerely,
[Your Name]