

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 was not easy, as I have greatly enjoyed my time working with you and the team, but I have decided to pursue my passion for creative endeavors that align more closely with my long-term career goals.

I am truly grateful for the opportunities I have had and the support I have received at [Company's Name]. I will cherish the experiences and relationships I have built here. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities efficiently.

Thank you once again for your understanding and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]