

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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue my passion for the arts full-time. This decision has not come lightly, as I have greatly valued the experiences and opportunities I have had while working with the team.

I am committed to making this transition as smooth as possible. I will do my utmost to ensure that my responsibilities are taken care of and will assist in training my replacement if needed.

Thank you for the support and guidance during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]