

# 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 comes after careful consideration of my career path and my desire to explore opportunities in the arts.

Working at [Company's Name] has been a valuable experience, and I am grateful for the support and guidance I have received from you and my colleagues. I have learned a great deal during my time here and appreciate the opportunities I've had to grow professionally.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are completed before my departure.

Thank you again for the opportunities and support. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]