

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. This decision comes as I wish to pursue my passion for artistic endeavors, which have been calling to me for some time now.

I am grateful for the opportunities I have had during my time here and for the support from my colleagues and management. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]