

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]. After much contemplation, I have decided to pursue my passion in the arts, which I have always cherished.

Working at [Company's Name] has been an incredible experience, and I am truly grateful for the support and opportunities I received during my time here. I have learned so much, and I will always appreciate the friendships I have built.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]