

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]. After careful consideration, I have decided to pursue my passion for [Creative Field] and explore opportunities in this exciting area.

My time at [Company's Name] has been incredibly rewarding, and I am grateful for the support and mentorship I have received. I have learned invaluable skills and built lasting relationships, all of which I will carry with me into the future.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities and assist in training my successor. Please let me know how I can help during this period.

Thank you once again for the wonderful experiences and opportunities. I look forward to staying connected and hope our paths cross again in the future.

Sincerely,

[Your Name]