

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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 much consideration, as I have decided to dedicate my time to pursuing my passion for craft projects. I believe this is the right step for me at this point in my life.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and understanding from my colleagues and management.

I will ensure a smooth transition during my remaining time here and am happy to assist in handing over my responsibilities.

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

Sincerely,

[Your Name]