

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After careful consideration, I have decided to pursue new creative writing opportunities that will allow me to explore my passion for storytelling and expression. This was not an easy decision to make, as I have thoroughly enjoyed working at [Company's Name] and have learned so much during my time here.

I am grateful for the support and guidance you and my colleagues have provided, and I look forward to staying in touch in the future. I will ensure a smooth transition and am happy to assist in training my replacement, if needed.

Thank you once again for the opportunities for personal and professional growth during my time at [Company's Name]. I sincerely wish the company continued success.

Warm regards,

[Your Name]