

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Director's Name],

I am writing to formally resign from my position as a model with [Agency Name], effective [Last Working Day, typically two weeks from the date above].

It has been a rewarding experience working with [Agency Name], and I am grateful for the opportunities I have had during my time here. However, I have decided to pursue a different path that aligns better with my personal and professional goals.

Please let me know how I can assist during the transition period. I hope to leave on amicable terms, and I look forward to staying in touch.

Thank you once again for your support and guidance throughout my time with the agency.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]