

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Label Manager's Name]

[Music Label Name]

[Label Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

Dear [Label Manager's Name],

I am writing to formally resign from my position at [Music Label Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been an easy one, but after careful consideration, I believe it is the right path for me at this time.

I am grateful for the opportunities I have had during my time here and for the support from the team. I have learned so much and will carry those lessons with me into my future endeavors.

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

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]