

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Talent Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I would like to express my gratitude for the opportunities I have had while working with the agency and the support you and the team have provided during my time here.

I wish the agency continued success, and I hope to stay in touch in the future.

Thank you for everything.

Sincerely,

[Your Name]