

Resignation Letter

Dear [Theater Company's Name],

I am writing to formally resign from my position as [Your Position] at [Theater Company's Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not easy, but after careful consideration, I have decided to pursue other opportunities that align with my career goals.

I am grateful for the experiences and support I have received during my time with the company. I have truly enjoyed working with such talented individuals and being part of the creative process.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Theater Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]