

# Resignation Letter

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision comes after much contemplation, as I have decided to pursue a creative enterprise that I am passionate about. I believe this new journey will allow me to fully explore my creative potential and contribute to the community in a meaningful way.

I am incredibly grateful for the opportunities I've had during my time at [Company Name]. The support from you and the team has been invaluable, and I will cherish the experiences and skills I've gained here.

During my remaining time, 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 support and guidance throughout my employment. I hope to stay in touch in the future.

Sincerely,  
[Your Name]