

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. However, I have decided to pursue my passion for writing and become a freelance writer. I believe this new path will allow me to grow professionally and personally.

I am incredibly grateful for the opportunities I've had at [Company's Name] and the support from you and my colleagues. I have learned a great deal during my time here, and I will always appreciate the positive experiences I've had.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

Your Name