

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

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 was not an easy decision to make, as I have greatly enjoyed my time here and value the opportunities I have been given.

However, after much consideration, I have decided to pursue a path in freelancing within the digital marketing field. I am excited about this new venture and the opportunities it presents.

I want to express my gratitude for the support and guidance I have received during my time at [Company's Name]. I have learned a great deal and will carry these experiences with me into my future endeavors.

Should you need any assistance during the transition period, please let me know. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]