

# 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]

## **Subject: Resignation - [Your Name]**

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 an easy one, but after much consideration, I have decided to pursue freelancing opportunities within the creative fields. I am excited about this new chapter in my career, but I want to express my deep gratitude for the time I have spent at [Company's Name].

Thank you for your guidance and support during my time here. I have learned valuable skills and forged meaningful relationships that I will carry with me into my future endeavors. I hope to keep in touch and wish you and the team continued success.

Please let me know how I can help during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Sincerely,

[Your Name]