

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 as Art Director at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such talented individuals and to contribute to the creative vision of the company. I am grateful for the opportunities I have had to grow professionally and personally during my time here.

I will ensure a smooth transition of my responsibilities and will do everything possible to assist in training my replacement.

Thank you once again for the support and encouragement during my tenure. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,
[Your Name]