

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

It has been a wonderful experience to work with such a talented team and contribute to the creative projects at [Company's Name]. I appreciate the opportunities for professional and personal development that have been provided to me during my time here.

Thank you for the support and guidance you have offered me. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]