

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 Illustrator at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision for me to make, as I have greatly enjoyed working at [Company Name] and appreciate the opportunities I have been given to grow and develop my skills.

I am grateful for the support and guidance you and the team have provided during my time here. I have learned a great deal and look forward to applying these experiences in the future.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish you and the team all the best.

Sincerely,

[Your Name]