

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but I have decided to commit more fully to my creative outlets and pursue projects that ignite my passion. I believe this is the right step for my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company Name] and for the support and guidance you have provided. I will do my utmost to ensure a smooth transition and complete my responsibilities during my remaining time here.

Thank you once again for everything.

Sincerely,

[Your Name]