

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 has not been easy, but after considerable thought, I have decided to pursue opportunities that will allow me to develop my creative vision further.

I am incredibly grateful for the support and guidance provided to me during my tenure at [Company's Name]. I have learned a great deal and will always cherish the experiences I have gained. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]