

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

After much consideration, I have decided to embark on a creative journey that has long been calling to me. This decision, though challenging, feels necessary for my personal and professional growth.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. Working alongside such talented individuals has been a truly rewarding experience, and I will always cherish the friendships made here.

During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement or wrapping up any projects I currently oversee.

Thank you once again for your guidance and support. I look forward to staying in touch and hope our paths will cross again in the future.

Sincerely,

[Your Name]