

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]

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 come easily, but I have decided to explore my artistic endeavors fully.

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and encouragement I have received.

Thank you for understanding my decision. I hope to make this transition as smooth as possible and I am willing to assist in training my replacement if needed.

Looking forward to staying in touch.

Sincerely,

[Your Name]