

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not come easily, but after careful consideration, I have decided to pursue opportunities that will allow me to further nurture my creative skills and passions.

During my time at [Company Name], I have learned and grown immensely, and I am truly grateful for the opportunities provided to me. I appreciate the guidance and support from you and the entire team, which has inspired me to pursue my creative interests more actively.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can assist during this process.

Thank you once again for the wonderful experience and support. I hope to stay in touch, and I look forward to seeing the continued success of [Company Name].

Sincerely,

[Your Name]