

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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, typically two weeks from the date above]. This decision was not made lightly, but I have decided to pursue my passion in the arts.

Working at [Company Name] has been a valuable experience, and I am grateful for the support and opportunities provided to me during my time here. I will ensure that all my responsibilities are completed, and I am happy to assist in the transition process.

Thank you once again for everything. I hope to stay in touch and I look forward to the possibility of our paths crossing in the future.

Sincerely,
[Your Name]