

# 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 pursue my creative passions full-time.

Throughout my time at [Company's Name], I have gained invaluable experience and developed skills that I will carry with me into my future endeavors. I am truly grateful for the opportunities and support I have received from you and my colleagues.

I am committed to making this transition as smooth as possible. I will complete any outstanding projects and assist in training my replacement if needed.

Thank you once again for the support and inspiration during my employment at [Company's Name]. I hope to stay in touch as I embark on this new journey.

**Sincerely,**

[Your Name]