

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, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, after much reflection, I have decided to leave my current role to pursue my passion for art and follow my artistic dreams.

Thank you for the support and opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have greatly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]