

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After much contemplation, I have decided to embark on a personal journey into the world of art, a passion that I have long wanted to explore more deeply. This decision was not easy and it comes with mixed emotions as I have greatly valued my time at [Company's Name] and the opportunities I have had to grow both personally and professionally.

I am incredibly grateful for the support and mentorship I have received during my tenure here. I will always cherish the relationships I have built and the experiences we shared.

During my remaining time, I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities to my successor.

Thank you for your understanding. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]