

# 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 comes as I have chosen to pursue new artistic opportunities that align with my passion and career aspirations.

My time at [Company Name] has been invaluable, and I am grateful for the support and guidance I have received during my tenure. I appreciate the opportunities for professional growth and the relationships I have built within the team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]