

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. This decision comes after much reflection about my career path and the desire to explore my artistic passions.

Working at [Company's Name] has been a valuable experience, and I appreciate the opportunities for growth and development that I have received during my time here. I am incredibly grateful for the support from you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch in the future.

Sincerely,

[Your Name]