

# 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]. After much consideration, I have decided to focus on my artistic projects, which have been my passion for many years.

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support from you and my colleagues, and I will always value my experiences here.

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

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

Sincerely,  
[Your Name]