

Resignation Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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, but I have decided to pursue a career in a creative field that I am passionate about.

I am grateful for the opportunities I have had during my time at [Company Name] and the support I have received from you and my colleagues. The experiences I gained here have been invaluable for my personal and professional growth.

I will do my best to ensure a smooth transition and hand over my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]