

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].

This decision has not come easily, but after much consideration, I have decided to transition into a career in the arts. I am eager to pursue my passion and devote my time to artistic endeavors that I have always dreamed of.

I am incredibly grateful for the opportunities I have had while working at [Company's Name]. I have learned and grown so much with the support of my colleagues and management, and I will carry these experiences with me as I move forward.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]