

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 as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with such a talented team and being part of the creative processes at [Company Name]. I appreciate the opportunities for personal and professional development that have been afforded to me during my time here. I have enjoyed my time producing impactful media productions and will always cherish the experiences and knowledge I have gained.

As I transition out of my role, I am committed to ensuring a smooth handover of my responsibilities and will assist in any way to facilitate this process.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team continued success in the future.

Sincerely,
[Your Name]