

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 two weeks from today, [Last Working Day Date].

This decision was not easy and required a lot of consideration. I am grateful for the opportunities I've had to grow and develop my skills within the creative team. I appreciate the support and guidance you have provided during my tenure here.

I will ensure a smooth transition by completing my ongoing projects and assisting in the handover process. Please let me know how I can help during this time.

Thank you once again for the chance to be a part of [Company's Name]. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]