

[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]. This decision has not been easy and comes after much consideration. I have decided to pursue my passion for creative endeavors that I have long desired to explore.

Working at [Company's Name] has been a tremendous opportunity for my professional growth, and I am incredibly grateful for the support and encouragement from you and the team. I cherish the experiences and the friendships I have built here.

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

Thank you once again for the opportunities for personal and professional development. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]