

# To Whom It May Concern Letter of Resignation

**Sarah Thompson**  
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**November 8, 2024**

To Whom It May Concern,

I am writing to formally announce my resignation from my position as Senior Graphic Designer with Creative Designs Inc., effective November 22, 2024.

This decision has not been easy and took careful consideration. However, after evaluating my career goals and personal aspirations, I have decided to pursue other opportunities that align more closely with my long-term career objectives.

I want to express my gratitude for the opportunities I have been given at Creative Designs Inc., the professional guidance, and the valuable experiences I have gained over the years. It has been a genuine pleasure working with such a talented team and contributing to the company's missions and goals.

During the remaining two weeks, I am committed to completing my current projects and ensuring a smooth transition of my responsibilities. I am happy to assist in training my replacement and will ensure that all my tasks are up to date before my departure.

Please let me know how I can help during this transition period. I hope to maintain our professional relationships and look forward to how our paths may cross in the future.

Thank you again for the opportunity to be a part of Creative Designs Inc. I am looking forward to my new position and the new challenges that await, but I will always look back on my time here with fondness and appreciation.

Sincerely,

**[Sarah Thompson's Signature (if sending a hard copy)]**

**Sarah Thompson**