

Resignation Letter

Date: [Insert date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Your Company Name], effective [Last Working Day, typically two weeks from the date above].

After considerable thought, I have decided to accept an opportunity with a startup company that aligns closely with my personal and professional goals. This was not an easy decision to make, as my time at [Your Company Name] has been incredibly rewarding and enriching.

I am truly grateful for the opportunities I've had during my time here and for the support and guidance I've received from you and my colleagues. I will do everything I can to ensure a smooth transition in the coming weeks.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]