

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]

Subject: Resignation Letter

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 come easy, but I have decided to pursue my ambition of becoming a business owner.

I wanted to take this opportunity to express my gratitude for the support, guidance, and opportunities I have received during my time at [Company's Name]. I have learned and grown professionally, thanks to the collaborative environment and team spirit.

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

Thank you once again for the wonderful experience. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]