

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes after careful consideration as I have decided to pursue my passion and establish my own startup.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have learned a great deal and appreciate the support of you and the team.

Please let me know how I can assist during the transition period. I'm committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]