

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not an easy one, as I have enjoyed working with you and the team. However, I have decided to pursue self-employment opportunities that I believe will allow me to grow both personally and professionally.

I am grateful for the support and guidance you have provided during my time here, and I will do my best to ensure a smooth transition over the next two weeks.

Thank you again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Contact Information]