

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 was not made lightly, as I have greatly enjoyed my time at [Company's Name]. However, after much reflection, I have decided to pursue my passion for entrepreneurship and start my own business. This is a path I have always dreamed of and I believe it is the right time for me to embark on this journey.

I am grateful for the opportunities I have received during my tenure here and for the support from my colleagues and team. I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities effectively in my remaining time.

Thank you once again for the understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]