

Date: [Your Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 am excited to launch my own venture.

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance you have provided and I will take the valuable experiences with me as I embark on this new journey.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities before my departure. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]