

[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]

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 did not come lightly, but I have decided to pursue my entrepreneurial dreams.

I am grateful for the opportunities I have received during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I have learned so much that I will carry with me into this new chapter.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process.

Thank you once again for your leadership and understanding. I hope to stay in touch, and I look forward to sharing my entrepreneurial journey with you in the future.

Sincerely,

[Your Name]