

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. Over the past months, I have found myself drawn towards entrepreneurial aspirations that I feel compelled to pursue. I believe that this is the right time for me to follow my passion and start my own venture.

I am truly grateful for the opportunities I have had at [Company's Name] and for the guidance and support you have provided during my tenure. I will always value the experiences gained and the relationships built during my time here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch in the future.

Sincerely,

[Your Name]