

Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position as Project Lead at [Startup Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not an easy one, but after much consideration, I have decided to pursue my entrepreneurial aspirations. I am excited about the opportunities that lie ahead, but I will always cherish my time spent with the incredible team at [Startup Name].

Thank you for the support, guidance, and opportunities for growth during my time here. I am truly grateful for the experiences I have gained and the relationships I have built.

I am committed to ensuring a smooth transition and will do everything possible to assist in transferring my responsibilities before my departure.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]