

[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 was not easy and came after careful consideration of my career goals and aspirations.

While I have enjoyed my time at [Company's Name] and am grateful for the opportunities I've had to grow professionally, I have decided to pursue my entrepreneurial dreams. I believe this path will allow me to explore my passions and create new possibilities for my future.

I appreciate your support and guidance during my time here, and I am committed to ensuring a smooth transition for my responsibilities. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]