

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].

After careful consideration, I have decided to embark on a new journey to pursue my own startup. This decision was not easy and took a lot of contemplation. I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. The knowledge and experience I have gained have been invaluable.

I deeply appreciate your support and guidance throughout my tenure here and I look forward to staying in touch. I hope to maintain our professional relationship as I take this exciting step in my career.

Thank you once again for everything. I wish you and the team all the best in the future.

Sincerely,

[Your Name]