

# Resignation Letter

[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].

After careful consideration, I have decided to explore self-employment opportunities that align more closely with my personal and professional goals. This decision was not made lightly, and I am truly grateful for the support and guidance I have received during my time at [Company's Name].

Thank you for the opportunities for growth and development that you have provided me. I appreciate the chance to work with a talented team and the experiences that will stay with me throughout my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]