

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day].

After careful consideration, I have decided to pursue my personal business goals, which require my full attention and commitment at this time.

I am truly grateful for the opportunities and experiences I have had while working here. It has been a pleasure collaborating with such a talented team.

Thank you for your understanding and support during this transition. I am committed to ensuring a smooth handover of my responsibilities before my departure.

Sincerely,

[Your Name]