

# 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].

This decision was not easy and took a lot of consideration, but I have decided to pursue my passion for entrepreneurship and will be launching my own business. I am excited about this new venture, but I will genuinely miss working with you and the entire team.

Thank you for the support and guidance during my time at [Company's Name]. I am grateful for the opportunities I've had to grow both personally and professionally, and I hope to keep in touch in the future.

Sincerely,

[Your Name]