

[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 made lightly, but I have decided to pursue my entrepreneurial aspirations and focus on my own business ventures.

I am grateful for the opportunities I have had at [Company's Name] and the support from you and the team. The experiences gained here will always be invaluable as I take this next step in my career.

I will ensure a smooth transition during my notice period and assist in any way necessary to hand over my responsibilities.

Thank you once again for your understanding and support. I hope to keep in touch in the future.

Sincerely,
[Your Name]