

[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 hope this message finds you well. 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 an easy one, as I have greatly enjoyed my time working with you and the team. However, after much consideration, I have decided to pursue my entrepreneurial ambitions and explore new opportunities.

I am incredibly grateful for the support and opportunities for professional and personal development that I have received during my tenure here. I will do everything possible to ensure a smooth transition and am committed to completing my current responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]