

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, as I have greatly valued my time working with you and the team.

After much thought and consideration, I have decided to transition into business ownership. This new venture is a lifelong dream of mine, and I believe the time is right to pursue it. I am excited about this next chapter but will genuinely miss working alongside you and my colleagues.

During my remaining time at [Company Name], I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and will do everything I can to wrap up my responsibilities properly.

Thank you for your understanding and support. I appreciate all the opportunities I have had at [Company Name] and am looking forward to keeping in touch.

Sincerely,

[Your Name]