

# Resignation Letter

[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 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 endeavors.

I want to express my sincere gratitude for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have learned a great deal and have thoroughly enjoyed working with my team and you.

During the next [two weeks], I am committed to ensuring a smooth transition. I am happy to assist in training my replacement or handing off my responsibilities to ensure that everything continues to run smoothly.

Thank you again for your support and understanding. I hope to stay in touch and wish you and the company continued success.

Sincerely,  
[Your Name]