

# 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].

After careful consideration, I have decided to pursue my passion of becoming an entrepreneur. This decision was not easy, but I am excited about the new challenges and opportunities that lie ahead.

I want to express my gratitude for the invaluable experience and support I have received during my time at [Company's Name]. I have learned a great deal and have enjoyed the chance to work with such an incredible team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish everyone continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]