

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 an easy one for me, but after careful consideration, I have decided to pursue a new business idea that I am passionate about. I believe this opportunity will allow me to grow and develop my skills in ways that align with my career aspirations.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate your support and the valuable experience gained while working with such a talented team.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my projects and assist in the handover process.

Thank you once again for your understanding and support. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]