

Resignation Letter

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

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 comes after careful consideration as I have decided to embark on a new business journey that I believe will help me grow both personally and professionally. I am incredibly grateful for the opportunities and experiences I have gained during my time here, and I appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or handing off my responsibilities during my remaining time with the company.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]
[Your Position]