

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 easy, but after careful consideration, I have decided to pursue my goal of starting my own business.

I am incredibly grateful for the opportunities I've had at [Company's Name]. I appreciate the support from you and my colleagues, and I have learned a great deal during my time here.

I will do my best to ensure a smooth transition and complete any outstanding projects before my departure. Please let me know how I can help during this process.

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]