

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 focus on my personal business endeavors and explore new opportunities that align with my aspirations.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned a lot and enjoyed working with such a talented team.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in training my replacement if necessary.

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

Sincerely,

[Your Name]