

Letter of Resignation

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 announce my resignation from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision was not made lightly, but I have decided to pursue a personal venture and launch my own startup.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance I've received from you and my colleagues. I have learned a great deal and will carry those lessons with me as I embark on this new journey.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch and look forward to our paths crossing again in the future.

Sincerely,

[Your Name]