

# 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].

After careful consideration, I have decided to pursue my entrepreneurial dreams. This was not an easy decision, and I am incredibly grateful for the support and opportunities I have received during my time here.

I sincerely appreciate the chance to work with such a talented team and all that I have learned under your leadership and guidance. I will do everything possible to ensure a smooth transition over the next few weeks.

Thank you again for the many wonderful experiences. I hope to stay in touch.

Warm regards,

[Your Name]