

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a self-employment venture that aligns more closely with my professional goals.

I want to express my appreciation for the opportunities I have had during my time at [Company Name]. I am grateful for the support and encouragement I received from you and the team.

Please let me know how I can assist during the transition. I hope to remain in touch and wish the company continued success.

Thank you once again for everything.

Sincerely,

[Your Name]