

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make, but I have decided to pursue my own business venture, which I am very passionate about.

I am grateful for the opportunities I've had during my time with the company, and I appreciate the support and guidance provided to me throughout my tenure. I will do everything I can to ensure a smooth transition over the next few weeks.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]