

# 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 as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day]. This decision has not been easy, but after much consideration, I have decided to pursue my passion for entrepreneurship and start my own business.

I am incredibly grateful for the opportunities I've had at [Company's Name] and for your guidance and support during my time here. I have learned a great deal and appreciate the valuable experiences I've gained.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my replacement during this period.

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

Sincerely,

[Your Name]