

Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor'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]. This decision comes with a heavy heart, as I have enjoyed my time here and have learned so much under your leadership.

After much consideration, I have decided to pursue my passion for entrepreneurship. While I am excited about this new chapter, I will miss the incredible team and the support I have received during my tenure.

I am committed to ensuring a smooth transition, and I will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can assist during this process.

Thank you for the opportunities and support you have provided me. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]