

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly, as I have greatly valued my time working in research at [Organization Name]. However, after careful consideration, I have decided to pursue my own business venture, something I have aspired to do for many years.

I am incredibly grateful for the opportunities and support I have received during my tenure here. I have learned a great deal while working with such an esteemed team and I will carry these experiences into my future endeavors.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth transfer of my responsibilities and will do my best to complete any outstanding projects.

Thank you once again for everything. I hope to stay in touch, and I look forward to what the future holds.

Sincerely,

[Your Name]