

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 Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as I have greatly enjoyed working with you and the team. However, after careful consideration, I have decided to pursue my passion for entrepreneurship and focus on my own business ventures.

I am grateful for the opportunities I have had to grow professionally and personally during my time at [Company's Name]. I appreciate the support and guidance you have provided along the way.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and train my replacement if needed.

Thank you once again for the support and understanding. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]