

[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 at [Company's Name], effective [last working day, typically two weeks from the date above].

After careful consideration, I have decided to pursue my dream of becoming my own boss and starting my own venture. This decision was not easy to make, but I believe it is the right step for my career and personal growth.

I am immensely grateful for the opportunities I have received during my time here and the support from you and the team. I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for everything. I hope to keep in touch in the future.

Sincerely,

[Your Name]