

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision was not an easy one, but I have decided to pursue my own startup venture.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I've learned a great deal, and I truly appreciate the support and guidance from you and the team.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities properly. Please let me know how I can help during this time.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]