

Letter of Resignation

[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 much consideration, I have decided to embark on an entrepreneurial journey that I believe will be both fulfilling and challenging. This was not an easy decision as I have greatly enjoyed my time working with you and the team, and I am grateful for the support and opportunities I have received during my tenure.

I am committed to making this transition as smooth as possible. I will do everything I can to wrap up my duties and assist in transferring my responsibilities before my departure.

Thank you once again for everything. I look forward to keeping in touch and hope to cross paths in the future.

Sincerely,

[Your Name]