

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 comes after careful consideration as I have decided to pursue my career by establishing my own company.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly valued the support and guidance I've received from you and my colleagues.

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

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]