

Resignation Letter

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 has not come lightly, but after careful consideration, I have decided to explore my entrepreneurial passion.

Working at [Company's Name] has provided me with invaluable experiences and growth opportunities, for which I am truly grateful. I appreciate the support and guidance I have received from you and my colleagues during my time here.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement if required.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]