

Resignation Letter

[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 passion for entrepreneurship, which has been a long-standing goal of mine. I believe this new path will allow me to grow personally and professionally.

I am grateful for the opportunities I have received during my time at [Company's Name]. I appreciate all the support from you and my colleagues, which has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this process.

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

Sincerely,

[Your Name]