

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 made lightly, as my time at [Company's Name] has been rewarding and provided me with invaluable experience. However, I have decided to pursue my own business idea and turn my entrepreneurial dreams into reality.

I am grateful for the support and guidance I have received during my tenure here. I hope to ensure a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunities for professional and personal development. I look forward to staying in touch, and I hope to share my future successes with you.

Sincerely,

[Your Name]