

Letter of Resignation

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 easy and took a lot of consideration.

After much reflection, I have decided to pursue my passion for entrepreneurship. I am excited to explore new ventures and challenges that align with my long-term career goals.

I want to express my heartfelt gratitude to you and the team for the support and opportunities I have received during my time here. I have learned a great deal and will carry those lessons with me as I embark on this new path.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for your understanding and support. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]