

[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]. This decision was not made lightly, but I have decided to pursue my passion for starting my own business. I am excited about this new journey and the opportunities that lie ahead.

I want to express my gratitude for the experience and support I have received during my time at [Company's Name]. I have learned a great deal and have enjoyed working with you and the team.

Please let me know how I can assist in ensuring a smooth transition during my remaining time.

Thank you once again for everything.

Sincerely,
[Your Name]