

Professional resignation for starting own business

Subject: Resignation Notice - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date], providing the standard two weeks' notice.

After much consideration, I have decided to pursue an entrepreneurial opportunity by launching my own business venture. This decision comes after months of careful planning and represents a significant career milestone I feel compelled to pursue.

I am committed to ensuring a smooth transition of my responsibilities. Over the next two weeks, I will complete all pending projects, document processes, and assist in training my replacement if needed. I am happy to work with you to create a comprehensive handover plan.

I want to express my sincere gratitude for the opportunities for professional growth during my time here. The skills and experience I've gained will undoubtedly contribute to my future success.

Thank you for your understanding. I look forward to maintaining positive relationships with the team.

Sincerely,

[Your Name]

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