

Resignation letter for starting your own business

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation to start my own business

Dear [Manager's name],

I am writing to formally resign from my position as [Designation] at [Company name]. I have decided to start my own business, and I need to give it my full time and attention.

As per my appointment letter, my last working day will be [Last working day]. Until then, I will remain fully committed to my current responsibilities. I will complete pending work, prepare detailed handover notes and make sure my successor has access to all the files, tools and contacts required.

My time at [Company name] has taught me a great deal about customers, teamwork and running things well, and much of what I have learnt here will shape how I build my own venture. I am grateful to you for your guidance.

Please let me know the next steps for my exit, full and final settlement and relieving and experience letters.

With sincere thanks,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - [Your name], [Designation]

Dear [Manager's name],

I am resigning from my role as [Designation] to start a business of my own. My last working day will be [Last working day], in line with my notice period.

I will make sure all my responsibilities are handed over smoothly and that nothing is left pending before I go. If there is anything you would like me to focus on first, please let me know.

Thank you for your support and for the experience I gained while working with you. It gave me the confidence to take this step, and I would be happy to stay in touch as the venture takes shape.

I have copied HR to begin the exit formalities.

Best regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Resignation and confirmation on confidentiality

Dear [Manager's name],

Please accept this letter as my resignation from the post of [Designation] at [Company name]. I am leaving to start my own venture, and my last working day as per my notice period will be [Last working day].

I want to be transparent that my business will operate in [Business area]. I have reviewed the confidentiality and other applicable clauses in my appointment letter and will honour them. I will not use any company information, client data or materials in my new work, and I will return all company assets and documents on or before my last working day.

If HR would like to discuss any specific obligations, I am happy to do so before I leave. I will also complete a full handover so that my current projects continue without interruption.

Thank you for the opportunities and support I have received here.

Regards,

[Your name]

[Designation]