**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Date]

**To:**

**[Manager's Name]**  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my post as (Job Title) at XYZ with a notice period of 1 week.

I have been planning to start my own e-commerce business for some time. I am pleased to inform you that my e-store will officially open next week. I have, therefore, decided to step away from my job at XYZ since it will be a conflict of interest. In addition, I will also need to invest a significant amount of time to run my business.

I want to express my sincere gratitude to the management for the opportunity to work here. I appreciate the healthy work environment. It has been a valuable experience.

Thank you for your support.

Sincerely,  
[Your Name]