

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Recipient's Name]

[Family-run Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Family-run Business Name], effective [last working day, typically two weeks from date above]. This decision comes with mixed emotions as I have truly valued my time here and the opportunity to work alongside family.

My decision to resign is based on [brief reason, e.g., personal goals, new opportunities, etc.]. I hope to contribute positively to the transition process and will do everything I can to ensure a smooth handover of my responsibilities.

Thank you for the support and guidance you have provided during my tenure. I look forward to maintaining our family bond and supporting the business in any way I can in the future.

Warm regards,

Your Name