

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient'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 has not come easily, but after much consideration, I have decided to embrace the responsibilities that come with my family's business.

I deeply appreciate the opportunities I have had during my time at [Company's Name]. The support and mentorship from valued colleagues and management have been invaluable to my professional growth. It has been a pleasure to work alongside such talented individuals.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the wonderful experience and support. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]