

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager'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].

After careful consideration, I have decided to engage in family business projects that require my immediate attention and involve my long-term commitment. This decision was not easy and took a lot of thought, as I am grateful for the opportunities and experiences I have gained during my time here.

Thank you for the support and guidance you have provided me. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

I appreciate your understanding and hope to keep in touch in the future.

Sincerely,

[Your Name]