

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].

This decision comes after careful consideration, as I have decided to dedicate myself to our family entrepreneurship venture. I believe that this is an important opportunity for my personal and professional growth, and I wish to fully invest my time and energy into this endeavor.

I am grateful for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and have appreciated the support and guidance of you and my colleagues.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and am happy to assist in training my replacement if necessary.

Thank you once again for everything. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]