

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 has not been an easy one, but I have decided to prioritize my commitments to my family's business. I believe that this is a crucial time for our family, and I need to focus my efforts there.

I am grateful for the opportunities I've had during my time at [Company's Name] and for the chance to work with such a talented team. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for your understanding and support.

Sincerely,

[Your Name]