

# 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 was not made lightly, as I have greatly enjoyed my time at [Company's Name] and have learned a great deal. However, I have decided to pursue opportunities within my family business that require my attention at this time.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can help during this transition period.

Thank you for the support and guidance during my time here. I hope to stay in touch in the future.

Sincerely,

[Your Name]