

# 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 easy, but after careful consideration, I have decided to shift my focus to our family business endeavors. Family means a lot to me, and I believe that this is the right step for our future.

I am grateful for the opportunities I've had during my time at [Company's Name], and I appreciate the support and guidance from you and the team. I will do my best to ensure a smooth transition before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]