

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, as I have greatly valued my time here and the experiences I have gained.

However, after careful consideration, I have decided to dedicate my efforts to support the growth of my family's business. This opportunity allows me to contribute to something that is deeply personal and important to me and my family.

I want to express my gratitude for the support and guidance I have received during my time at [Company Name]. I appreciate the opportunities for professional and personal development that helped me in my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your understanding and support. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]