

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as I have decided to take over the operations of my family business. It is a challenging opportunity that I feel compelled to pursue at this point in my life.

Working at [Company's Name] has been a great experience, and I appreciate all the support and guidance I've received during my time here. I am committed to ensuring a smooth transition, so please let me know how I can help during this time.

Thank you once again for the opportunities for personal and professional development that you have provided me. I hope to keep in touch in the future.

Sincerely,

[Your Name]