

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Family Enterprise Name]

[Business Address]

[City, State, Zip Code]

Subject: Resignation from My Role at [Family Enterprise Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Family Enterprise Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my time working alongside you and the family has been invaluable. I am deeply grateful for the opportunities I've had to contribute to our enterprise, and I cherish the memories we've created together.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in handing over any necessary tasks before my departure.

Thank you for your understanding and support. I look forward to maintaining our relationship beyond this professional capacity.

Warmest regards,

[Your Name]