

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from [Your Position]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as my role in the family business has meant a great deal to me.

Due to [brief reason for resignation, e.g., personal circumstances, other opportunities], I have decided that it is in the best interest for both myself and the company to step back from my current role. I am committed to ensuring a smooth transition and will work to complete my pending tasks and assist in training a suitable replacement if necessary.

Thank you for the opportunities for personal and professional growth that you have provided during my time at [Company Name]. I will always cherish the memories and experiences learned here and hope to remain a supportive family member and advocate for the business.

Wishing you and the company continued success.

Sincerely,

[Your Name]