

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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, typically two weeks from the date above].

After careful consideration, I have decided to pursue an opportunity to engage in a family-owned enterprise. This decision was not made lightly, as my time here has been invaluable, and I am deeply thankful for the opportunities I've had to grow both personally and professionally.

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

Thank you once again for the support and guidance during my tenure at [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]