

Resignation Letter

Date: [Insert Date]

Dear [Family Member's Name],

I hope this letter finds you well. I am writing to formally resign from my position at [Business Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my commitment to our family-run business has always been a priority for me. However, due to [brief reason for resignation, e.g., personal commitments, career change], I believe it is the best course of action at this time.

I am incredibly grateful for the experiences and opportunities I have had while working alongside family. I will always cherish the memories and lessons learned during my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]