

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 was not easy and took a lot of consideration. However, I have decided to focus on the development of my family business, and I believe this is the right step for me at this time.

I am incredibly grateful for the opportunities I've had at [Company's Name] and for the support from you and my colleagues. I have learned so much and will carry these experiences with me into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch, and I look forward to hearing about [Company's Name]'s continued success.

Sincerely,

[Your Name]