

# 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 of this letter].

This decision was not made lightly, but I have chosen to dedicate my time to our family business, where I believe I can contribute meaningfully as we pursue new opportunities.

I would like to express my heartfelt gratitude for the support and opportunities I have received during my time at [Company's Name]. I appreciate the valuable experiences and relationships I've built here.

I am committed to ensuring a smooth transition and will assist in handing over my responsibilities to ensure that there is no disruption.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]