

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 comes after much consideration, as I have chosen to pursue opportunities within my family's business.

It has been a privilege to work at [Company's Name] and be part of such a dedicated team. I am grateful for the support and guidance I have received during my tenure. I have learned and grown immensely, and I will cherish the memories of my time here.

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

Thank you once again for the opportunity. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]