

Resignation Letter

Date: [Insert Date]

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].

This decision did not come easily, but after much consideration, I have decided to dedicate my time and efforts to support my family's business initiatives. I believe this is an opportunity to contribute to something close to my heart.

I am incredibly grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and encouragement from you and my colleagues.

I will do my best to ensure a smooth transition and will complete all outstanding projects before my departure. Please let me know how I can assist during this time.

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

Sincerely,
[Your Name]
[Your Position]