

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 comes as I have chosen to take over and manage my family's venture, which requires my immediate attention and commitment.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate all the support and mentorship I have received from you and the team. I will do my best to ensure a smooth transition and assist in transferring my responsibilities over the next few weeks.

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

Sincerely,

[Your Name]