

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

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 comes as I transition to a role within my family business, which I believe will be the best path for my personal and professional growth.

Working at [Company Name] has been a rewarding experience, and I am grateful for the opportunities to learn and grow alongside a talented team. I appreciate all the support from you and my colleagues during my time here.

I will ensure that my duties are completed and will assist in the transition process to mitigate any disruption. Please let me know how I can help during this period.

Thank you once again for everything. I hope to maintain our professional relationship in the future.

Sincerely,  
[Your Name]