

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 has not come easy, but due to pressing family needs, I find it necessary to step away from my role.

During my time at [Company's Name], I have greatly valued the opportunities for growth and the support of my colleagues. I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities before my departure.

Thank you for your understanding and support in this matter. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]