

Resignation Letter

[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 careful consideration of my current family priorities that require my immediate attention and focus. It has not been an easy decision, but I believe it is necessary for my family's well-being.

I am truly grateful for the opportunities I have had at [Company's Name] and for the support you and the team have provided during my time here. I have enjoyed working with you all and will miss being part of this wonderful organization.

I will ensure that all my responsibilities are wrapped up before my departure and am happy to assist with the transition in any way I can.

Thank you for your understanding.

Sincerely,

[Your Name]