

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 was not easy and comes after careful consideration of my personal family matters that require my immediate and ongoing attention.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate the support I've received from you and the team.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in training my replacement if needed.

Thank you for your understanding.

Sincerely,

[Your Name]