

# 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 easily, but due to family obligations that require my immediate attention, I must prioritize my responsibilities at home.

I am incredibly grateful for the opportunities I've had during my time with the company and for the support and encouragement I've received from you and my colleagues. I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]