

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 has not been easy, but due to family duties that require my immediate attention, I must prioritize my responsibilities at home.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I have greatly enjoyed my time here and learned a lot that will benefit me in the future.

I will ensure that all my responsibilities are up to date before my departure and I am happy to assist in the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]