

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Due to unforeseen family issues, I have made the difficult decision to step down from my role. This was not an easy choice for me, as I have greatly enjoyed working with you and the entire team.

Thank you for the support and opportunities I have received during my time at [Company Name]. I truly appreciate all I have learned and the relationships built during my tenure here.

Please let me know how I can assist during this transition. I hope to leave my responsibilities in a good position for whoever steps in next.

Sincerely,
Your Name