

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].

This decision has not been easy and comes as a result of important family circumstances that require my immediate attention. I believe it is best for me to step back from my professional commitments at this time.

I have genuinely enjoyed working at [Company Name] and am grateful for the opportunities I have had to grow professionally and personally. I appreciate all the support and mentorship I have received during my time here.

I am committed to making this transition as smooth as possible and will do everything I can to ensure that my responsibilities are fulfilled before my departure.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

Your Name