

# 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]. Due to family commitments that require my immediate attention, I must extend my notice period to ensure a smooth transition and to train my replacement adequately.

I have truly enjoyed working at [Company's Name] and am grateful for the opportunities I've had to grow both personally and professionally. I appreciate the support and guidance I received during my time here.

Please let me know how I can assist during this transition period. I hope to keep in touch, and I look forward to seeing the company continue to thrive.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]