

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].

After careful consideration, I have decided to prioritize my family commitments at this time. This decision was not easy, but I believe it is necessary for my family's well-being.

I am truly grateful for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and appreciate the support and guidance provided to me.

Please let me know how I can help during the transition period. I am willing to assist in training my replacement or wrapping up my projects to ensure a smooth handover.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]