

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 the need to assist with the care of my elderly family member.

This was not an easy decision for me to make, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities for professional and personal development that I have received.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively during my remaining time.

Thank you for your understanding and support during this time. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]