

[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].

This decision has not been easy, as I have greatly enjoyed working with you and my colleagues at [Company's Name]. However, due to unforeseen family obligations, I must attend to the eldercare needs of a family member. It is important for me to prioritize their well-being during this time.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and train a replacement if necessary. Please let me know how I can help during this transition period.

Thank you for the support and opportunities I've received during my time at [Company's Name]. I look forward to staying in touch and hope to keep the door open for future opportunities.

Sincerely,

[Your Name]