

Resignation Letter

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 was not easy and required a lot of consideration; however, due to family caregiving responsibilities, I find it necessary to focus my attention on my family at this time.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support from you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,
[Your Name]