

[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 comes with a heavy heart, as I have greatly appreciated the opportunities for growth and the positive experiences I have had while working at the company.

The reason for my resignation is to devote my time and support to a senior relative who requires my assistance at this time. It is important for me to prioritize my family obligations, and I feel this is the best decision for all involved.

Thank you for your understanding and support during this transition. I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist during my remaining time.

Sincerely,

[Your Name]