

[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 was not made lightly, and it comes as a result of personal obligations concerning the care of my elderly family member.

I am truly grateful for the opportunities and support I have received during my time here. It has been a pleasure collaborating with you and the team, and I appreciate all that I have learned.

During the next two weeks, I am more than willing to assist in the transition process and ensure a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]