

[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 as I prioritize my responsibilities in caring for my elderly family members who require my immediate attention and support. It has been a difficult choice, as I have greatly valued my time working with you and the team.

I appreciate the opportunities I've had at [Company's Name] and I am grateful for the support and understanding during this transitional period. I will do my utmost to ensure a smooth handover of my duties.

Thank you once again for everything.

Sincerely,

[Your Name]