

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 come easily, but due to the increasing care needs of an aging family member, I must devote my time and energy to supporting them during this critical phase.

I have genuinely appreciated the opportunities I have had at [Company's Name] and am grateful for the support from my colleagues and management. I will do my utmost to ensure a smooth transition and complete my current responsibilities before my departure.

Thank you once again for your understanding and support. I hope to stay in touch, and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]