

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 comes after careful consideration, as I have made the choice to dedicate my time and resources to providing eldercare for a family member in need. This is a crucial time for my family, and I must prioritize their well-being.

I am grateful for the opportunities I have had while working at [Company Name] and for the support of my colleagues. I will do my best to ensure a smooth transition and will assist in handing over my responsibilities before my departure.

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

Sincerely,
[Your Name]