

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 comes after careful consideration of my current responsibilities as a caregiver for my aging relative. As their needs have increased, I must prioritize their care and support during this challenging time.

I have greatly appreciated the opportunities for growth and development during my time at [Company's Name]. I am grateful for the support and camaraderie of my colleagues and the valuable experiences I have gained.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]