

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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, as I need to take care of a relative who is in need of my support at this time. It is a difficult choice, but I believe it is the right one for my family circumstances.

I have enjoyed working with you and the team, and I am grateful for the opportunities I have had during my time here. I will do everything possible to ensure a smooth transition and will assist in wrapping up my duties as needed during my remaining time.

Thank you for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]