

# Resignation Letter

[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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name] effective [Last Working Day]. This decision has not come easily, but after careful consideration, I believe it is necessary for my family and me.

Due to personal circumstances that have arisen, I feel that it is imperative for me to prioritize family reunification at this time. I am grateful for the opportunities I have had during my time here, and I appreciate the support and understanding of my colleagues and management.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure.

Thank you for your guidance and encouragement throughout my tenure at [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]