

[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]

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 was not easy and took a lot of consideration considering the strong relationships I've built here.

After careful thought, I have decided to resign in order to be nearer to my loved ones. Family is incredibly important to me, and I believe that this move will allow me to prioritize them in a way that I have not been able to while working here.

I am grateful for the opportunities I've had while being part of [Company's Name] and I appreciate the support and guidance I received from you and my colleagues. I will ensure a smooth transition and will do my best to wrap up my duties before my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] all the best in the future.

Sincerely,

[Your Name]