

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 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 comes after careful consideration of my current family needs.

My time at [Company's Name] has been incredibly rewarding, and I have greatly valued the opportunities to work with such a talented team. I want to express my sincere gratitude for your support and understanding during my tenure.

I will ensure that all my responsibilities are managed accordingly during the transition period and will do everything I can to hand over my duties smoothly.

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

Sincerely,

[Your Name]