

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

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 has not come easily, and it is primarily due to personal family considerations that require my immediate attention.

I am grateful for the opportunities I have had while working at [Company's Name]. I appreciate your support and the encouragement I have received from you and my colleagues.

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

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]