

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy and comes as a result of my increasing family commitments that require my time and attention. After careful consideration, I have determined that it is in the best interest of my family and myself to prioritize these obligations.

I am grateful for the opportunities I've had during my time at [Company Name] and appreciate your support and guidance throughout my tenure. I will do my utmost to ensure a smooth transition and will complete all outstanding tasks before my departure.

Thank you once again for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
Your Name