

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]

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 been easy, but after careful consideration, I have decided to dedicate my time to my children and their development at this important stage in their lives. I believe this is the right choice for my family at this time.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues.

I am committed to making this transition as smooth as possible and will do my best to wrap up my duties and hand off my responsibilities before my departure.

Thank you once again for everything.

Sincerely,

[Your Name]