

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].

My decision to resign is based on my need to take on increased family care responsibilities. It has been a difficult decision, as I truly value the opportunities I have had at [Company Name] and the support from my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my replacement during my notice period.

Thank you for your understanding and support during this time. I look forward to staying in touch and hope to maintain our professional relationships in the future.

Sincerely,
[Your Name]