

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. After careful consideration, I have decided to prioritize my family-focused lifestyle and dedicate more time to my family.

Working at [Company's Name] has been a deeply fulfilling experience, and I am truly grateful for the opportunities I have had to grow professionally. I appreciate your guidance and support during my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]