

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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].

Due to unforeseen family health and wellness concerns, I must prioritize my family's needs at this time. This decision was not made lightly, as I have greatly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in transferring my duties before my departure.

Thank you for your understanding and support during this challenging time. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]