

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer'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]. Due to personal childcare commitments, I have found it necessary to make this decision.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues. I will do my best to ensure a smooth transition in my remaining time.

Thank you for your understanding.

Sincerely,  
[Your Name]