

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 come easily, but after careful consideration, I have decided to prioritize my family and focus on child-rearing.

I am grateful for the opportunities I've had while working at [Company's Name] and appreciate your support during my time here. I will do everything possible to ensure a smooth transition, including completing my ongoing tasks and assisting in training my replacement.

Thank you once again for the invaluable experience I have gained while being a part of the team. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]