

# 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]. This decision comes after careful consideration of my commitment to the development and well-being of children, which has become my primary focus.

During my time at [Company's Name], I have greatly appreciated the opportunities to contribute to our team and support our initiatives. However, I feel it is now time for me to dedicate myself fully to supporting children's development in a more focused capacity.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Please let me know how I can help in the handover process.

Thank you for the support and the opportunities for personal and professional growth that you have provided me during my time here. I hope to keep in touch in the future.

Sincerely,

[Your Name]