

Resignation Letter

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

[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 today]. This decision was not made lightly, but it is necessary for me to realign my priorities to better support my family.

Working at [Company Name] has been a tremendous experience, and I am grateful for the opportunities I've had and the relationships I've built. I appreciate your understanding as I take this step to focus on my family's needs.

I am committed to ensuring a smooth transition during my remaining time and am happy to assist in training my replacement or wrapping up my projects.

Thank you for your support and understanding.

Sincerely,

[Your Name]