

[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 was not easy and followed a lot of thought regarding my current family commitments. It has become increasingly important for me to prioritize my family during this time, and I have decided to step away from my professional responsibilities to focus on these commitments.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate your guidance and support. I will ensure a smooth transition and am happy to assist in training a suitable replacement.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]