

[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 lightly, but after careful consideration, I have decided to pursue a more family-oriented job that aligns better with my personal goals and responsibilities.

I am immensely grateful for the opportunities I have had during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I will always cherish the experiences I've gained here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you once again for the wonderful opportunities and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]