

[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 as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day].

This decision was not easy to make, as my time at [Company's Name] has been both rewarding and fulfilling. However, after careful consideration, I have decided to pursue opportunities that align more closely with my family values and my personal life goals.

I am immensely grateful for the support and encouragement I have received during my time here, especially in fostering a workplace culture that prioritizes family commitments. It has meant a lot to me and has positively influenced my decision-making.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunities for personal and professional growth. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]