

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

After careful consideration, I have decided to pursue opportunities that will enable me to prioritize my family's needs more effectively. This decision wasn't made lightly, as I have thoroughly enjoyed my time working at [Company's Name] and appreciate the support I've received from you and my colleagues.

I am committed to ensuring a smooth transition and will assist in training my replacement or handing off my responsibilities in the coming weeks. Thank you for the opportunities for professional and personal development that you have provided me during my time at the company.

I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to grow and succeed in the future.

Thank you for your understanding.

Sincerely,

[Your Name]