

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 transition to a career that offers a more family-friendly environment, allowing me to better balance my professional and personal commitments.

I am grateful for the opportunities I've had at [Company's Name] and for the support of my colleagues and management during my time here. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding and support. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]