

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].

Due to urgent family obligations that require my immediate attention, I find it necessary to step away from my role. This decision was not made lightly, and I am truly grateful for the support and opportunities I have received during my time here.

I will do everything possible to ensure a smooth transition and will assist in handing over my responsibilities.

Thank you once again for the guidance and support during my tenure. I hope to keep in touch as I move forward.

Sincerely,

[Your Name]