

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy and comes as a result of significant family health issues that require my immediate attention and support. I regret any inconvenience my departure may cause to the team.

I am grateful for the opportunities I've had to grow professionally and personally during my time at [Company Name]. I appreciate the support and guidance from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]