

Resignation Letter

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy for me, but due to family circumstances that require my immediate attention and support, I find it necessary to step away from my role.

I am grateful for the opportunities I have had during my time at [Company's Name] and I appreciate the support and understanding you and my colleagues have shown me. I will do my utmost to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]