

# 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], due to personal family matters that require my immediate attention.

This was not an easy decision to make, and I truly appreciate the opportunities and support I have received during my time at [Company Name]. I am grateful for the chance to work alongside such a talented team and to contribute to the projects we have undertaken.

I will do my best to ensure a smooth transition before my departure and will assist in handing over my responsibilities. Thank you once again for everything.

Sincerely,

[Your Name]