

Resignation Letter Template

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]. This decision was not easy, but due to family obligations that require my immediate attention, I must step down.

I am grateful for the opportunities I have had while working at [Company's Name] and for the support you and my colleagues have provided during my time here. I hope to leave my responsibilities in a smooth and orderly fashion, and I am committed to assisting in the transition process.

Thank you again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]