

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]

Subject: Resignation Letter

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 been a difficult one for me, as I have greatly enjoyed my time working with you and the team. However, due to increasing family priorities that require my immediate attention, I must step down from my role.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities. Please let me know how I can assist during this process.

Thank you for the support and opportunities you have provided me during my time at the company. I hope to stay in touch in the future.

Sincerely,

[Your Name]