

Resignation Letter

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 mentioned above]. This decision comes in light of unforeseen family emergencies that require my immediate and ongoing attention.

I am incredibly grateful for the opportunities I've had at [Company's Name] and for your guidance during my time here. I have learned a great deal and have truly enjoyed working with such a talented team.

I will ensure a smooth transition of my responsibilities before my departure, and I am happy to assist in any way necessary to help during this time.

Thank you once again for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]