

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 and took a lot of consideration. Due to my increasing family care responsibilities, I find that I must prioritize my time and attention at home. It has been a privilege to work with such a talented team and I am grateful for the opportunities I have had during my time at [Company's Name].

I am committed to making this transition as smooth as possible and will do everything I can to ensure that my responsibilities are handled effectively before my departure.

Thank you for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]