

[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]

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 not come easy, as I have greatly valued my time here. However, due to pressing family needs, I must prioritize my family's well-being at this time.

I appreciate the opportunities for personal and professional growth during my tenure. I am thankful for the guidance and support you and the team have provided.

I am committed to ensuring a smooth transition and will do everything in my power to hand off my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you all the best moving forward.

Sincerely,

[Your Name]