

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy and comes as a result of urgent family commitments that require my immediate attention. I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support and guidance provided by you and my colleagues.

I will ensure that all my duties are completed, and I will assist in the transition process as much as possible during my remaining time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,  
[Your Name]