

Resignation Letter

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but due to family obligations that require my immediate attention, I find it necessary to step down from my duties.

I am truly grateful for the opportunities I have had while working at [Organization Name]. I appreciate the support and guidance provided during my tenure. I have learned a great deal and grown both professionally and personally.

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

Thank you once again for the opportunity to be part of [Organization Name]. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]