

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 immediately. Due to unforeseen family obligations that require my immediate attention, I am unable to continue my role.

I truly appreciate the opportunities I've had during my time at [Company's Name] and I am grateful for your support and guidance.

Thank you for your understanding. I wish you and the team all the best in the future.

Sincerely,

[Your Name]