

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 was not easy, but I have decided to prioritize my family at this time.

I am truly grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance from you and my colleagues. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,
Your Name