

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 [Last Working Day, typically two weeks from the date above].

This decision has not come easily for me, but due to increasing family care needs, I have determined that it is necessary for me to step away from my responsibilities at work.

I am grateful for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support you have offered.

I will do my best to ensure a smooth transition and will complete my current responsibilities to the best of my ability in the coming weeks.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]