

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 been easy and comes as a result of personal family obligations that require my immediate attention.

I am grateful for the opportunities I have had during my time at [Company's Name]. I have learned a lot and appreciate the support of my colleagues and management. I am committed to ensuring a smooth transition and will complete my responsibilities to the best of my ability during my remaining time.

Thank you for your understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]