

Letter of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 was not made lightly, but due to family-related issues that require my immediate attention, I feel it is necessary to step down from my duties. My family circumstances demand more of my time and focus at this point in my life.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and the team. I appreciate the skills I have developed and the friendships I have made during my employment.

Please let me know how I can assist during the transition period. I hope to leave my role and responsibilities in a manner that upholds the standards of the organization.

Thank you for your understanding.

Sincerely,

[Your Name]