

Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor'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, but due to unforeseen family circumstances, I must prioritize my family's needs at this time.

I am grateful for the opportunities and support provided to me during my time at [Company's Name]. I have enjoyed my role and will miss working with such a talented team.

I will do everything possible to ensure a smooth transition and will complete all outstanding tasks before my departure.

Thank you once again for your understanding and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]

[Your Contact Information]