

# 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 was not made lightly, but due to unforeseen family responsibilities that require my immediate attention, I feel it is necessary to step down from my role.

I am grateful for the opportunities and support I have received during my time at the company. I appreciate the guidance and encouragement from both you and my colleagues, which has greatly contributed to my professional growth.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do my best to assist in the training of my replacement.

Thank you once again for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]