

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above], due to pressing family needs that require my immediate attention.

This decision was not made lightly, and I am truly grateful for the opportunities and support I have received during my time with the company. I appreciate the chance to work alongside such a talented team and to contribute to our projects.

As I transition out of my role, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for your understanding and support during this time. I hope to remain in touch and wish [Company Name] continued success.

Sincerely,
[Your Name]