

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 been prompted by family commitments that require my immediate attention and presence.

I have greatly appreciated the opportunity to work with such a talented team and to contribute to the success of the company during my time here. I am grateful for the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship in the future and wish the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]