

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision comes due to recent family health matters that require my immediate attention and presence.

Please know that this decision was not made lightly, as I have greatly enjoyed working with the team and contributing to our projects. I am committed to ensuring a smooth transition in the upcoming weeks and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding. I appreciate all the support and opportunities provided during my time here. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]