

# 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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

Due to unforeseen family circumstances, I have come to the difficult decision to step down from my role. While I have enjoyed working with the team and contributing to the company's success, my current situation requires my full attention and support at home.

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement or handing over my responsibilities during my remaining time with the company.

Thank you for the opportunities for personal and professional development that you have provided me during my time here. I am truly grateful for your understanding and support regarding my situation.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]