

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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 this letter].

Due to recent family commitments that require my immediate attention, I have made the difficult decision to step back from my role. This was not an easy choice, as I have genuinely enjoyed working with the team and contributing to our projects.

I am committed to ensuring a smooth transition and will assist in any way possible during my remaining time. Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name].

Wishing you and the team continued success in the future.

Sincerely,

[Your Name]