

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Name of the Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but due to family commitments that require my urgent attention, I find it necessary to step down from my role.

I am grateful for the opportunities I have had while working at [Organization's Name], and I appreciate the support and guidance from my colleagues and management. I have learned a great deal during my time here and will carry these lessons forward in my career.

I will ensure that all my responsibilities are handled appropriately before my departure, and I am happy to assist in the transition of my role to ensure a smooth handover.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]