

[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 consulting position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my current family commitments that require my attention.

I am truly grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support of my colleagues and you throughout my tenure. I am committed to ensuring a smooth transition of my responsibilities and am happy to assist in the handover process.

Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]