

# 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]

**Dear [Manager's Name],**

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down from my role to focus on my child-rearing responsibilities. This has been a difficult decision for me, as I have genuinely enjoyed working here and appreciate the support and opportunities provided to me.

I am committed to ensuring a smooth transition during my remaining time in the company and will do everything possible to hand over my responsibilities efficiently.

Thank you for your understanding and support during this time. I have valued my time at [Company's Name] and hope to keep in touch.

Sincerely,

[Your Name]