

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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to dedicate my time to my role as a stay-at-home parent. This was not an easy decision, as I have greatly valued my time at [Company's Name] and the opportunities I have had to grow and learn.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure.

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

Sincerely,

[Your Name]