

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision comes after careful consideration, as I have chosen to focus on nurturing my child's development at home.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance from you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities.

Thank you for understanding my decision. I look forward to staying in touch.

Sincerely,

[Your Name]