

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]. The decision has not been easy, but I have decided to prioritize my family commitments at this time.

I am truly grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and understanding from you and my colleagues. I have learned a great deal and will always cherish the experiences I gained here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you for your understanding.

Sincerely,

[Your Name]