

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]. This decision was not easy and required a lot of consideration.

After much thought, I have decided to dedicate my time to providing full-time care for my children. I believe this is the best decision for my family at this time.

I am grateful for the opportunities I have had during my time at [Company's Name], as well as the support from you and my colleagues. I will do my utmost to ensure a smooth transition before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]