

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 comes as I have chosen to transition to being a stay-at-home parent to focus on my family's needs.

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support from you and my colleagues, which has greatly contributed to my professional growth.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]