

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, typically two weeks from the date above].

This decision has not come easily, as I have greatly appreciated my time at the company and the opportunities I have been afforded. However, due to recent family commitments and the need to focus on supporting my loved ones during these challenging times, I believe it is in the best interest of both my family and myself to step down from my role.

I am deeply grateful for the support and encouragement I have received from you and my colleagues during my tenure here. I would like to ensure a smooth transition and am willing to assist in training my replacement or wrapping up my current projects during my final days.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]