

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but due to unforeseen family obligations, I must prioritize my responsibilities at home.

I want to express my gratitude for the opportunities and support I have received during my time with [Company Name]. I have enjoyed working with you and the entire team, and I am grateful for the professional development I experienced here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]