

[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]

Subject: Resignation from Administrative Role

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but due to personal circumstances that require my immediate attention and commitment to my family, I must step away from my role.

I am truly grateful for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I appreciate the support and guidance you've offered, and I will always cherish the relationships I've built here.

During my remaining time, I will do everything possible to ensure a smooth transition, including assisting in training my replacement and completing outstanding projects.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]