

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

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 has not been an easy one, but due to family obligations that require my immediate attention, I must step back from my role.

I am truly grateful for the opportunities I have had to grow and contribute to the team during my time here. I appreciate your support and understanding regarding my situation.

During the next two weeks, I am committed to ensuring a smooth transition and will assist in the handover of my responsibilities. Please let me know how I can help during this period.

Thank you again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]