

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Due to family commitments that require my immediate attention, I have made the difficult decision to step down from my role. This decision did not come easily, as I have greatly enjoyed working with you and the team over the past [duration of employment].

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks.

Thank you for the opportunities for personal and professional growth during my time at [Company's Name]. I am truly grateful for your support and understanding.

Sincerely,

[Your Name]