

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 comes as a result of my need to provide care for my family.

This was not an easy decision for me, as I have greatly enjoyed being part of the team and contributing to [specific projects or tasks]. However, my family's needs must come first at this time.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties before my departure. Please let me know how I can help during this transition period.

Thank you for the opportunities for personal and professional development you have provided me during my time at [Company Name]. I am grateful for your understanding and support regarding my situation.

Sincerely,

[Your Name]