

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I need to prioritize family medical obligations that require my immediate attention.

I value the time I have spent at [Company's Name] and appreciate the opportunities for personal and professional development. I am grateful for the support from you and my colleagues during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]