

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 has not come easy, as I have greatly enjoyed working here. However, due to ongoing family health challenges, I must prioritize my family's well-being at this time.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time to hand off my responsibilities. Please let me know how I can assist during this period.

Thank you for the support and opportunities I have received during my tenure. I hope to keep in touch in the future.

Sincerely,

[Your Name]