

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 was not made lightly, but due to urgent family care responsibilities that require my immediate attention, I find it necessary to step down from my role.

I'm deeply grateful for the opportunities I've had to grow and develop within this role and appreciate all the support from you and my colleagues. I will do my best to ensure a smooth transition during my remaining time at the company.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]