

# Resignation Letter

[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]

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 easily and is due to personal circumstances, specifically a family illness, which requires my immediate attention and presence. I believe it is in the best interest of both myself and my family during this challenging time.

I want to express my sincere gratitude for the opportunities and support I've received during my time at [Company's Name]. I have enjoyed working with you and have learned so much from my experience here.

I will do everything possible to ensure a smooth transition and complete my current duties before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]