

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 was not easy to make, but I must prioritize caring for my [relationship, e.g., mother, father] who is currently facing serious health challenges. It is important for me to be there for my family during this difficult time.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and appreciate your understanding in this matter.

I hope to stay in touch, and I wish the team at [Company's Name] all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]