

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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and comes after careful consideration of my family circumstances that require my immediate attention and presence. I am grateful for the opportunities I have had while working here and have enjoyed collaborating with such a talented team.

I will do my best to ensure a smooth transition over the next two weeks and will hand over my responsibilities to whoever is designated.

Thank you for your support and understanding during this time. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]