

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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].

Due to unforeseen childcare challenges, I find it necessary to step back from my professional responsibilities at this time. This was not an easy decision to make, and I appreciate the support and opportunities I have received during my time with the company.

I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities in the coming weeks. Thank you for the understanding and encouragement throughout my career here.

Wishing [Company's Name] continued success in the future.

Best regards,

[Your Name]