

[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].

After much consideration, I have decided to prioritize my childcare duties and spend more time with my family. This was not an easy decision, as I have greatly enjoyed my time working with you and the team. I am grateful for the support and opportunities I have received during my tenure here.

I will ensure that all my responsibilities are handled during my remaining time and will gladly assist in the transition process.

Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]