

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has been difficult, but due to family caregiving issues that require my immediate attention, I find it necessary to step down from my role.

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I am thankful for the support of my colleagues and the valuable experiences I have gained here.

I hope to stay in touch, and I wish [Company Name] continued success in the future. Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,

[Your Name]