

# Resignation Letter

[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].

This decision was not made lightly, but due to my current childcare responsibilities, I find it necessary to step away from my role and focus on my family's needs. I want to express my deep appreciation for the opportunities I have had while working with you and the team.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding and support during this time.

Sincerely,  
[Your Name]