

[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]

## **Subject: Resignation Letter**

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 I have come to the realization that I need to prioritize my family's needs, particularly concerning childcare flexibility.

I want to express my gratitude for the opportunities I've had while working at [Company's Name]. I have learned and grown immensely during my time here, and I will always cherish the experiences and relationships I have built.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the training of my replacement if needed.

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

Sincerely,

[Your Name]