

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 after careful consideration, I have decided to prioritize my parenting commitments.

It has been a pleasure working with you and the team, and I am truly grateful for the opportunities I have had to grow professionally during my time at [Company's Name]. However, I believe it is important for me to dedicate more time to my family at this stage of my life.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for your understanding and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

Your Name