

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 increasing childcare obligations, I find it necessary to step down from my role.

I am grateful for the opportunities I have had during my time at [Company's Name] and I appreciate your support and understanding regarding my decision.

I will do my best to ensure a smooth transition and will be happy to assist in handing over my responsibilities.

Thank you once again for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]