

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 has not come easily, but after careful consideration, I have decided to prioritize my childcare arrangements and take on a role that accommodates my family's needs more effectively.

I appreciate the opportunities for professional and personal development that I have received during my time at [Company's Name]. I am thankful for the support from my colleagues and management throughout my tenure.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and wish the company continued success in the future.

Sincerely,

[Your Name]