

# 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 comes as a result of my need to provide care for my family members due to [brief reason, e.g., health issues, personal circumstances].

Working at [Company's Name] has been a fulfilling experience, and I am grateful for the opportunities I have had to contribute to the team. I appreciate your support and understanding regarding my need to prioritize my family at this time.

I will ensure that all my responsibilities are managed smoothly before my departure and will assist in the transition process to minimize any disruption.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]