

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].

Due to a prolonged absence needed for caregiving responsibilities, I have made the difficult decision to step down from my role. This was not an easy choice, and I am grateful for all the opportunities I have had during my time with the company.

I appreciate the support of my colleagues and management, and I will do my best to ensure a smooth transition over the next few weeks. Please let me know how I can help during this period.

Thank you for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]