

Resignation Letter

[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 has come after careful consideration and is primarily due to my need for sustained family leave.

During my time at [Company's Name], I have valued the opportunities I received and the experiences that have contributed to my growth. I will do my best to ensure a smooth transition during my remaining time.

Thank you for your understanding and support during this challenging period. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]