

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position as a caregiver at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not easy and took a lot of consideration. However, I believe it is the best choice for my personal and professional growth at this time.

I am grateful for the opportunities I have had while working with [Company Name] and for the chance to make a positive impact in the lives of those I cared for. I appreciate the support and guidance I have received during my time here.

I will do everything I can to ensure a smooth transition, including assisting in the training of my replacement if necessary.

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

Sincerely,

[Your Name]