

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 been difficult, but due to family obligations that require my immediate attention, I must prioritize my family's needs at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I will do everything possible to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]