

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 immediately, due to unforeseen family commitments that require my immediate attention.

This decision was not made lightly, and I apologize for any inconvenience my sudden departure may cause. I am grateful for the opportunities I've had while working with you and the team, and I appreciate the support you have provided during my time here.

Thank you for your understanding. I wish the company continued success in the future.

Sincerely,

[Your Name]