

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after much reflection on my priorities and the importance of spending more time with my family.

My time at [Company Name] has been incredibly rewarding, and I am grateful for the opportunities I've had to grow both personally and professionally. However, I believe it is essential for me to take this time to focus on my family and personal well-being. I hope to create lasting memories and strengthen my relationships during this period.

I want to extend my deepest thanks to you and the team for all the support you have provided me. I have learned a great deal and will carry these experiences with me throughout my career.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and am happy to assist in any way possible to facilitate this process.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]