

[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].

Due to family obligations, I have made the difficult decision to step down. This was not an easy choice, as I truly value the time I have spent here and the opportunities I have been given.

I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities before my departure. Thank you for your understanding and support during this time.

Once again, I appreciate the opportunities I have had at [Company's Name], and I hope to stay in touch in the future.

Sincerely,

[Your Name]