

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 as [Your Title] 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 from my role. This was not an easy choice for me, as I have thoroughly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks. Please let me know how I can assist during this period.

Thank you for your understanding and support. I value the experiences I have gained at [Company's Name] and hope to stay in touch in the future.

Sincerely,

[Your Name]