

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient'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 was not easy to make, but due to unforeseen family commitments, I must prioritize my responsibilities at home. I have greatly valued the time I spent with the team and the opportunities for personal and professional growth.

I am grateful for your support and guidance during my tenure at the company. I hope to stay in touch, and I wish you and the entire team all the best in the future.

Thank you for understanding.

Sincerely,

[Your Name]