

[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 unforeseen family reasons, I have made the difficult decision to step down from my role. This was not an easy choice, as I have truly enjoyed working at [Company's Name] and being part of such a supportive team.

I am committed to ensuring a smooth transition during my remaining time and am happy to assist in transferring my responsibilities to a suitable successor.

Thank you for your understanding and support during this time. I appreciate all the opportunities for personal and professional development that I have received during my time at [Company's Name].

Sincerely,
[Your Name]