

[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 personal circumstances, particularly the need for child care, I have decided to take a step back from my professional responsibilities. I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I appreciate the support from the team and have enjoyed my time here.

I am committed to ensuring a smooth transition and will assist in any way I can during my remaining time.

Thank you once again for everything.

Sincerely,
[Your Name]