

[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 that require my immediate attention, I find that I can no longer dedicate the time and energy necessary to fulfill my responsibilities in this role. This decision was not an easy one, and I have greatly enjoyed working with you and the entire team.

I appreciate the support and guidance I have received during my time at [Company's Name], and I am grateful for the opportunities for personal and professional growth. I hope to stay in touch and wish everyone continued success.

Thank you for your understanding.

Sincerely,

[Your Name]