

[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 family matters that require my immediate attention, I have made the difficult decision to step down from my role. This decision was not made lightly, and I truly appreciate the opportunities I have had during my time here.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,
[Your Name]