

[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]. This decision has not come easily, and it is due to personal family reasons that require my immediate attention. I am grateful for the opportunities I've had during my time here and appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch.

Sincerely,
[Your Name]