

[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 pressing family needs that require my immediate attention, I have made the difficult decision to step away from my role. This choice was not made lightly, as my time at [Company's Name] has been incredibly valuable, and I am grateful for the opportunities to grow and collaborate with such a talented team.

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

Thank you for your understanding and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,  
[Your Name]