

[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 was not easy and comes after careful consideration of my current family commitments, which require my immediate attention. I believe this change is necessary to support my loved ones during this time.

I am grateful for the opportunities I have had at [Company's Name] and for the support from my colleagues and management. I will do my best to ensure a smooth transition of my responsibilities before my departure. Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,
[Your Name]