

[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 of the letter].

Due to unforeseen family circumstances, I have made the difficult decision to focus my attention on caring for my family at this time. I want to express my sincere gratitude for the opportunities I have had while working here. I have greatly appreciated the support of my colleagues and the experiences I've gained during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you for your understanding and support.

Sincerely,

[Your Name]