

[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 circumstances that require my immediate attention and care for my family, I have made the difficult decision to step down from my role. I want to express my gratitude for the opportunities I've had while being a part of this team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you for your understanding and support during this time.

Sincerely,  
[Your Name]