

[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 comes after careful consideration, as I need to prioritize family health reasons that require my attention and support at this time. I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate your understanding regarding my situation. I will do my best to ensure a smooth transition and complete any outstanding responsibilities before my departure.

Thank you for your support and guidance. I hope to stay in touch.

Sincerely,
[Your Name]