

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer'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 has not come easily, as my time at [Company's Name] has been immensely rewarding. However, due to family reasons, I find it necessary to step back and focus on my loved ones during this time.

I am truly grateful for the opportunities, support, and experiences I have gained while working here. I appreciate the guidance from you and the camaraderie of my colleagues. I will always cherish the relationships I have built and the valuable lessons I have learned.

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

Thank you once again for your understanding and support. I hope to keep in touch, and I wish the team continued success in the future.

Sincerely,
[Your Name]