

[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 as a result of my need to prioritize family responsibilities that require my immediate attention.

I have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the support and guidance you and the team have provided me.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]