

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well.

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not made lightly, but after careful consideration, I have determined that I need to prioritize my family at this time.

Balancing work responsibilities and family needs has become increasingly challenging, and I believe stepping away from my role is in the best interest of my family at this juncture.

I am truly grateful for the opportunities I have had during my time at [Company Name] and the support I received from you and my colleagues. I will do everything I can to ensure a smooth transition, including assisting in training my replacement or wrapping up my current projects. Thank you once again for your understanding and support. I hope to stay in touch moving forward.

Warm regards,

[Your Name]