

[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 has not come easily, but due to personal circumstances that require my immediate attention and support for my family, I believe this is the best course of action.

I am truly grateful for the opportunities I have been given during my time at [Company's Name] and for the support from you and my colleagues. I have learned so much and will always cherish the experiences we shared. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for everything.

Sincerely,

[Your Name]