

[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 was not made lightly, but due to family obligations that require my immediate attention, I must prioritize my responsibilities at home.

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support and encouragement from you and my colleagues during my time here. I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]