

[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 due to family reasons that require my immediate attention and commitment.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have truly enjoyed working with you and the team, and I appreciate the support and guidance provided to me throughout my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure. Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]