
Basic Resignation Letter due to Family Reasons Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Resignation Date]. This decision has been made in light of family circumstances that require my immediate attention and presence.

I want to express my deep gratitude for the support and opportunities I've had during my time at [Company Name]. The experiences I've gained have been invaluable, and I appreciate the understanding of my need to prioritize my family at this time.

I am committed to facilitating a smooth transition and am open to assisting in any way I can during this process. Thank you for your understanding and support.

Sincerely,

[Your Name]