
Formal Resignation Letter for Family Reasons Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., two weeks from the current date]. After much reflection, I've decided to prioritize pressing family commitments which require my undivided attention.

It has been a tremendous experience working at [Company Name]. The opportunities to grow and challenges to overcome have enriched my professional journey. I deeply value the relationships I've built and the projects I've had the privilege of leading.

I'm committed to ensuring a seamless transition. Please guide me on how best I can facilitate this process over the next few weeks.

Thank you for understanding, and I hope to remain in touch.

Warm regards,

[Your Name]

