
Professional Resignation Letter for Family Reasons

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., June 30, 2023]. Over the past few months, unforeseen family circumstances have arisen that necessitate my full attention and presence. As a dedicated employee, I believe that stepping back is in the best interest of both myself and the company, allowing the team to move forward without any interruptions.

I want to express my deep gratitude for the opportunities I've had here. Working at [Company Name] has been a significant part of my professional journey. I have grown tremendously, thanks to the support and guidance of you and my colleagues. I am confident that the team will continue to thrive and achieve even greater milestones.

Thank you for your understanding. I am committed to ensuring a seamless transition and am available to help train a replacement or pass on my responsibilities.

Warm regards,
[Your Name]