
Resignation Letter for Family Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Job Title]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my resignation from [Your Position] at [Company Name], effective [last working day, e.g., September 30, 2023].

The decision to resign was not an easy one, as I have thoroughly enjoyed working with my colleagues and have been deeply committed to the company's mission and growth. However, unforeseen family circumstances require my full attention, making it difficult for me to maintain the level of commitment and dedication this role deserves.

I am incredibly grateful for the opportunities I have been given during my tenure at [Company Name]. The experiences, knowledge, and camaraderie I've gained here are invaluable and will always hold a special place in my heart. I appreciate the support and understanding you and the team have shown me, especially during this transitional period.

I pledge to do everything in my power to ensure a seamless transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and please understand that this decision was made with the best interests of my family in mind.

Warm Regards,
[Your Name]