

# Resignation Letter Template: Due to Family Commitments

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision did not come easily and is primarily due to increased family commitments that require my full attention at this time. After careful consideration, I have realized that I must prioritize my family responsibilities and therefore am unable to continue fulfilling my professional duties to the standard both you and I expect.

I am deeply grateful for the opportunities, support, and experiences I have gained during my tenure at [Company Name]. Working with such a dedicated and talented team has been truly rewarding, and I value the professional growth I have achieved here.

I am committed to ensuring a smooth transition and will do everything I can during my notice period to wrap up my responsibilities and assist in the handover process. Please let me know how I can be most helpful during this time.

Thank you again for your understanding and support. I hope to maintain a positive relationship and wish the team continued success.

Sincerely,  
[Your Name]