

Resignation Letter Template: Caring for Elderly Parent

Below is a professionally structured resignation letter template for employees who need to resign from their position to take care of an elderly parent.

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

[Recipient's Name]
[Recipient's Title/Designation]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

This decision has been made due to family commitments that require my immediate attention, specifically to provide care for my elderly parent. While this was not an easy choice, I believe it is necessary for me to support my family at this time.

I would like to express my heartfelt gratitude for the valuable opportunities and experiences I have gained during my tenure at [Company Name]. I am thankful for your guidance and the support of my colleagues, which have contributed greatly to my professional and personal growth.

Please let me know if there is anything I can do during my notice period to help ensure a smooth transition. I am happy to assist in training a replacement or handover my responsibilities as needed.

Thank you again for your understanding and support.

Sincerely,
[Your Name]

Note: Please personalize the template content by replacing the fields in square brackets with your own details.