

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

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

It is with deep regret and a heavy heart that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above]. This decision has not come easily and is prompted by unavoidable family circumstances that require my immediate and full attention.

I want to express my sincere gratitude for the opportunities, support, and encouragement that I have received during my tenure with [Company Name]. Working here has provided me with invaluable experiences and has allowed me to grow both professionally and personally. Leaving such a dedicated team and an inspiring workplace is profoundly difficult, but my family commitments must take precedence at this time.

Please accept my deepest apologies for any inconvenience my departure may cause. I am committed to ensuring a smooth transition and am more than willing to assist in the transfer of my responsibilities during my remaining time. Should you require any assistance after my departure, please do not hesitate to reach out.

Thank you again for your understanding, support, and friendship. I truly hope to stay in touch and wish the company continued growth and success in the years to come.

With sincere regret,  
[Your Name]