

## Sample Resignation Letter with Notice Period for Family Reasons

[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],

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, or as per company policy]. I am submitting this resignation with [notice period, e.g., two weeks] notice, in accordance with company policy.

This decision was not easy and comes after careful consideration, as I need to attend to important family matters that require my immediate and full attention. Please be assured that I am committed to ensuring a smooth transition during my notice period. I am happy to assist with the handover of my responsibilities and to train a replacement, if needed.

I would like to thank you and the entire team at [Company Name] for the opportunities, guidance, and support provided during my time here. I have enjoyed and appreciated working with you and contributing to the company's growth.

Please let me know how I can help to make this transition as seamless as possible. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]