

Resignation Letter for Personal and Family Reasons

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

[Recipient Name]
[Their Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly, but after careful consideration, I have determined that I must step down in order to attend to personal and family responsibilities that require my immediate attention.

I am deeply grateful for the opportunities I have had to grow both professionally and personally at [Company/Organization Name]. I have truly valued my time working with you and the team, and I appreciate your support and understanding during this transition.

I will do everything possible to facilitate a smooth handover of my duties over the coming weeks. Please let me know how I can help to ensure a seamless transition.

Thank you once again for your understanding and for the opportunities provided during my tenure. I hope to stay in touch in the future.

Sincerely,
[Your Name]