

Simple Resignation Letter for Personal Reasons and Family Issues

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's 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 at [Company Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not easy, but after careful consideration, I have decided to step down due to personal reasons and family issues that require my immediate attention.

I am grateful for the opportunities and experiences I have gained during my time at [Company Name]. Thank you for your guidance and support.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist in transferring my responsibilities.

Thank you again for your understanding.

Sincerely,

[Your Name]