

Professional Resignation Letter for Family Obligations

[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 as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g., June 30, 2024]. This was not an easy decision, but due to pressing family obligations that require my full attention, I must step down from my role.

I am grateful for the valuable opportunities I have had during my time at [Company Name]. I appreciate the support, guidance, and professional development I received and thank you and the team for making my experience a memorable one.

During this transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in training my replacement or wrapping up any outstanding work.

Thank you again for your understanding and support. I hope to remain in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]