

Resignation Letter for Family Caregiving Responsibilities (Sample)

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Today's Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective two weeks from today, [Last Working Day, e.g., July 13, 2024]. This has not been an easy decision, but due to significant family caregiving responsibilities that require my full attention at this time, I find it necessary to step away from my current role.

I am extremely grateful for the opportunities I have had at [Company Name]. Working with such a dedicated team and supportive management has truly enriched my professional experience. I have learned a great deal during my tenure and will always value the guidance and experiences I've gained here.

I am committed to ensuring a smooth and effective transition over the next two weeks. Please let me know how I can assist in training my replacement or handing over my responsibilities to ensure all current projects and duties are managed appropriately.

Thank you again for your understanding and support during this time. I hope to maintain a positive relationship in the future and wish [Company Name] continued growth and success.

Sincerely,
[Your Name]