

Simple Resignation Letter Sample for Personal Family Matters

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and is due to personal family matters that require my attention at this time.

I am grateful for the opportunities and experiences I have gained during my time here, and I appreciate the support and guidance provided by you and the team. I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks before my departure.

Thank you very much for your understanding, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]