

# Professional Resignation Letter for Family Care

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[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 [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but it is necessary for me to devote more time to family care responsibilities.

I want to express my sincere gratitude for the opportunities for growth, learning, and collaboration that I have experienced during my time at [Company Name]. It has been a privilege to work with such a supportive team and leadership.

I am committed to ensuring a smooth transition and am happy to assist with the training of a replacement or provide support during this period in any way that would be helpful.

Thank you again for your understanding and support. I appreciate everything I have gained at [Company Name] and look forward to staying in touch.

Sincerely,  
[Your Name]