

Sample Resignation Letter Citing Childcare Responsibilities

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down from my role to attend to increased childcare responsibilities at home. This decision was not made lightly, as I have truly enjoyed working with you and the team, and I am grateful for the support and opportunities I have received during my tenure.

I am committed to assisting in any way possible to ensure a smooth transition, including training a replacement or wrapping up outstanding projects before my departure.

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

Sincerely,

[Your Name]