

Resignation Letter for Family Reasons (With Notice Period)

[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 at [Company Name], effective [last working day, typically two weeks from the date above], due to family reasons that require my full attention and presence.

This was not an easy decision, as I have greatly enjoyed and appreciated the opportunities for personal and professional development during my time with [Company Name]. Working with such a supportive and talented team has been a privilege.

In accordance with my contract, I am providing [notice period, e.g., two weeks] notice to ensure a smooth transition. I am committed to completing my current tasks and will do everything possible to assist in training my replacement or transferring my responsibilities before my departure.

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

Sincerely,
[Your Name]