

Simple Resignation Letter for Personal Reasons Due to Family Issues

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's 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, e.g., two weeks from today]. Due to personal reasons and pressing family issues, I have made the difficult decision to step down from my role.

I am truly grateful for the opportunities, experiences, and support I have received during my time at [Company Name]. I appreciate everything I have learned and the friendships I have made.

I will do my utmost to ensure a smooth transition and to assist in handing over my responsibilities in the coming weeks. Please let me know how I can help during this period.

Thank you again for your understanding and support. I hope to stay in touch.

Sincerely,

[Your Name]