

Leaving due to family obligations

Subject: Resignation - Family Circumstances

Dear [Manager's Name],

I hope you are doing well. After much consideration, I have decided to resign from my position as [Job Title] to focus on important family matters that require my full attention. My final day of work will be [Date].

This decision has been incredibly difficult as I have enjoyed working with such a wonderful team and contributing to the company's success. I am grateful for the understanding and flexibility you have shown me during challenging times.

I want to ensure a smooth transition and will do everything possible to wrap up my current responsibilities and assist in finding a suitable replacement.

Thank you for your support and understanding. I hope to stay in touch and wish everyone continued success.

With appreciation,

[Your Name]

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