

# Professional Resignation for Family

Subject: Resignation Effective [Last Working Day]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day], due to pressing family responsibilities that require my full attention. This decision has not been easy, as I have valued my time and growth within the organization.

I am committed to ensuring a smooth transition and am happy to assist in transferring my responsibilities. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

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