

Informal Family Resignation

Subject: Resignation Announcement

Hi [Manager's Name],

I wanted to let you know that I will be resigning from my role at [Company Name] due to personal family reasons. My last working day will be [Last Working Day].

I have truly enjoyed working here and hope we can stay in touch. I will make sure all my tasks are up-to-date before I leave.

Best regards,

[Your Name]

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