

Formal Resignation Request

Subject: Request for Acceptance of Resignation

Dear [Manager's Name],

I hereby submit my resignation from my position at [Company Name] effective [Last Working Day], as I need to attend to critical family responsibilities. I respectfully request your formal acceptance of this resignation.

Thank you for your guidance and support during my employment. I remain committed to completing all pending work before my departure.

Sincerely,

[Your Name]

[Your Position]

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