**LETTER OF INTENT TO RESIGN**

Dear sir,

Please accept my resignation, effective**.** As you know, my family welcomed our second child last month. After my parental leave ends, I would prefer to stay home with my children and focus on the needs of my family.

Thank you for understanding, and please let me know if I can be of any assistance during this time. If your reasons are not specific to having children, or you’d prefer to remain vague, try this version:

I am writing to inform you that next month, I must resign from my role at Company XYZ. Family circumstances require my full attention at this time and leave me unable to continue in this role.

I will be available over the next month to assist with the transition.

Sincerely,

Your Name