[DATE]

[NAME OF THE MANAGER]

Manager

[NAME OF THE COMPANY]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to formally inform you that I will be leaving [NAME OF THE COMPANY] in \_\_ weeks. Although I have enjoyed working with the company, personal family reasons compel me to resign from my position and focus on improving the situation of my family at home.

My final day shall be on [DATE]. I am thankful for all the opportunity that you have provided me for the past \_\_ years. I will forever be grateful for the invaluable expertise that I have acquired while I am under your guidance.

I will provide any assistance that you need during the transition. I have a co-worker whom I think will be fit for my position or I could assist you in finding an external replacement.

Once again, thank you so much for all the support and opportunity that you have given me. I look forward to working with you again in the future should the chance present itself. Thank you so much for understanding.

Sincerely,

[NAME AND SIGNATURE]