Date: [Today’s Date]

[Name of Business]  
[Name of Employer]  
[Company address]

Dear [Manager’s name]:

I am sorry to inform you of my need to leave my position at [company name]. I must take this opportunity to be with my children and choose to devote all my time to them.

It has been a great pleasure to work alongside all my colleagues and I will miss them greatly.

I appreciate all that I have learned working for you.  I respectfully will take my leave on [last work day] and will be happy to assist in helping bring up to speed the person who will replace me. I want to thank you for the opportunity to be a part of [business].

Very Sincerely, (leave 4 spaces below this line for your signature)

[Your printed name]