

Certainly! Here's a simple example:

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Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date].

This decision has not come easily, but I must prioritize my family's needs at this time. I have deeply valued my experience here and the relationships I've built with our team. The support and opportunities offered by [Company Name] have significantly contributed to my professional growth, and for that, I am truly grateful.

Please rest assured that I will do my utmost to ensure a smooth transition of my responsibilities over the next couple of weeks. I am more than willing to assist in training my successor and providing any necessary guidance.

Thank you once again for the understanding and support throughout my tenure. I hope to keep in touch, and wish the team continued success in all endeavors.

Warm regards,

[Your Name]