

Resignation letter sample for Family Reasons

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September 1, 2018

Blake Lee
Manager
Oak and Spruce Co.
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

I am writing to inform you that next month, I will be leaving Oak and Spruce Co. Unfortunately, family circumstances at this time require my full attention, and I have important issues to take care of, which leave me unable to fulfill my duties to the company.

I am very sorry to have caused any inconvenience, but please know that I will be available over the next month to assist with finding a replacement.

In addition, I will be sure that my responsibilities will be properly taken care of in the interim.

Thank you very much for understanding. I have had a positive experience working at Oak and Spruce Co. and I hope my leaving will not affect our relationship. Please let me know if you have any questions or if you think of any way I can help with the transition to a new Sales Manager.

Sincerely,

Albert Rodriguez (signature hard copy letter)

Albert Rodriguez