
Family Reason Resignation Letter

Jessica Martin

123 Oak Lane

Denver, CO, 80203

jessica.martin@email.com

(303) 555-1234

April 7, 2024

Karen Smith

Widgets Inc.


456 Industrial Way

Denver, CO, 80204

Dear Karen Smith,

I am writing to formally announce my resignation from my position as Marketing Coordinator at Widgets Inc., effective two weeks from today, April 21, 2024. After careful consideration, I have made this decision due to significant family reasons that require my full attention and presence at home.

Working at Widgets Inc. has been an incredibly rewarding experience. I am truly grateful for the opportunities for growth and development you have provided me during my time here. I have enjoyed being part of a supportive and innovative team and am proud of what we have accomplished together.



I understand the challenges my departure may cause to the team and am committed to assisting in the transition process. I am willing to help train my replacement and ensure that all my responsibilities are covered until my departure, to minimize any disruption.

Please let me know how I can assist further during this transition period. I hope to keep in touch and perhaps cross paths professionally in the future.

Thank you again for the opportunity to work at Widgets Inc. I wish you and the team continued success and growth.

Sincerely,

Jessica Martin