

# Resignation Letter to Take Care of Family

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**Jane Doe**  
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**555-987-6543**  
**December 2, 2024**

**Ms. Emily Johnson**  
**Marketing Director**  
**Creative Solutions Inc.**  
**4567 Business Blvd.**  
**Anytown, MA 02122**

**Dear Ms. Johnson,**

I am writing to formally resign from my position as Senior Marketing Specialist at Creative Solutions Inc., effective December 16, 2024. After much deliberation, I have decided to dedicate myself full-time to addressing urgent family health matters that require my immediate and undivided attention.

Making this decision has been tremendously difficult due to the rewarding experiences and relationships I have built at Creative Solutions. I am profoundly grateful for the opportunities for professional growth and personal development that I have encountered during my time with the company. The support from the team and leadership, especially under your guidance, has been invaluable.

To ensure a seamless transition, I am prepared to train my successor and complete all outstanding projects. I will thoroughly document my current projects and provide detailed handover notes to whoever will assume my responsibilities.

Please let me know the best way forward and how I can assist during this transition period. I am eager to leave on a positive note and ensure continuity in the department. I hope to maintain our professional relationship and look forward to keeping in touch.

Thank you again for understanding and for the opportunity to work at Creative Solutions. I am hopeful for the company's continued success and look forward to seeing its future accomplishments.

Sincerely,

**Jane Doe**