
Resignation Letter Due to Family Health Issues

Subject: Resignation from Position of Operations Manager Effective June 30, 2024

Dear Ms. Davis,

I am writing to formally resign from my position as Operations Manager at Horizon Corp, effective June 30, 2024. After careful consideration, I have decided to step down due to pressing family health issues that require my immediate and full attention.

I deeply appreciate the opportunities for professional and personal development that I have been given during my tenure at Horizon Corp. I have enjoyed working for the company and value the support provided by you and my colleagues.

I will do my utmost to ensure a smooth transition and to hand over my responsibilities effectively. Please let me know how I can assist during this period. I hope to leave on a positive note and wish the company continued success.

Thank you for your understanding and support during this time.

Sincerely,

Alex Taylor