**To Place:**  
The Manager, Date:  
Company Name,  
Address.

Sub: Resignation letter.

Dear Sir/Madam,

I would like to resign from my position as **[job title]** with **[company name]** effective from **[date]**.

I need to take this decision because my father has been suffering from heart disease and he needs someone to take care of him. He needs regular hospital visits and medical observation.

As an only child, it is my responsibility to take care of him in this situation. Therefore I have decided to go to my home town and stay with my father.

I have enjoyed being a part of the team and I am thankful for the opportunities you have given me during my time here.

Hoping for your kind understanding in this matter.

Thanking you.

Sincerely,  
Your name.