

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above], due to urgent family matters that require my immediate attention.

This decision was not easy, but I believe it is necessary for my family's well-being. I am grateful for the opportunities I've had at [Company's Name] and for the support from my colleagues during my time here.

Please let me know how I can assist in making the transition as smooth as possible. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]