

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Due to Emergency

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] due to an unforeseen emergency that requires my immediate attention. I apologize for the lack of notice; however, this situation is urgent and has left me with no choice but to step down effective immediately.

I want to express my gratitude for the opportunities I have had during my time at the company. I appreciate the support and guidance I have received from you and my colleagues.

Please let me know if there are any documents or procedures you need me to complete from my end.

Thank you for your understanding.

Sincerely,

[Your Name]