

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision follows a family emergency that requires my immediate and ongoing attention.

It has been a privilege to work with you and the team at [Company Name]. I am grateful for the support and opportunities I have received during my time here. I will do my best to ensure a smooth transition before my departure.

Thank you for your understanding during this challenging time. I hope to stay in touch in the future.

Sincerely,

[Your Name]