

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

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

Dear [Manager'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]. This decision was difficult to make, but due to a family health crisis that requires my immediate and ongoing attention, I must prioritize my family's needs at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and I would like to express my sincere appreciation for your support and guidance. I will ensure a smooth transition and complete all pending responsibilities during my remaining time.

Thank you for your understanding during this challenging time. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]