

[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]

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 has not been easy to make, but due to unforeseen circumstances, I need to support ailing family members who require my immediate attention. It is important for me to be there for them during this challenging time.

I am incredibly grateful for the opportunities I've had while working at [Company's Name] and for the support I received from you and my colleagues.

I will do everything I can to ensure a smooth transition and to hand over my responsibilities adequately before my departure.

Thank you once again for the invaluable experiences. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]