

# Resignation Letter

[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 was not made easily, but due to a family medical emergency that requires my immediate attention, I must prioritize my family's needs at this time.

I am truly grateful for the opportunities and support I have received during my time at [Company's Name]. I have enjoyed working with you and the team and appreciate the chance to contribute to our projects.

Please let me know how I can assist during the transition process. I hope to maintain our professional relationship and stay in touch.

Thank you for your understanding.

Sincerely,

[Your Name]