

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

[Recipient Name]
[Their Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration and is due to family circumstances, specifically an illness that requires my immediate and ongoing attention.

This has not been an easy decision, as I have greatly valued my time at [Company Name]. I am sincerely grateful for the support, opportunities, and experiences I have gained as part of your team. Working here has been both professionally and personally rewarding, and I deeply appreciate the encouragement and guidance I have received from you and my colleagues.

I will do my best in the coming weeks to ensure a smooth transition and to assist in any way possible to minimize any inconvenience my departure may cause. If there are specific ways I can help during this period, please let me know.

Thank you again for your understanding and support during this challenging time. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]