

## Resignation Letter Format for Short Notice Due to Emergency

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

[Recipient's Name / Supervisor's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [immediately/last working day, e.g., two days from now], due to an unforeseen personal emergency that requires my immediate attention.

I regret the short notice and the inconvenience it may cause. This decision was not made lightly, but the nature of the emergency requires my full focus at this time. I am grateful for the opportunities, guidance, and support provided to me during my tenure at [Company Name].

Please let me know how I can assist in the transition process during my remaining time or in any other way possible.

Thank you for your understanding.

Sincerely,  
[Your Name]