

## Resignation Letter Sample for Serious Family Health Concerns

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

[Recipient Name]  
[Recipient 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 has not come easily, but due to serious and unforeseen family health concerns requiring my immediate and ongoing attention, I must prioritize my family at this time.

I want to express my sincere gratitude for the opportunities, guidance, and support I have received during my tenure at [Company Name]. Working with such a dedicated team and contributing to our shared goals has been a fulfilling experience, and I am grateful for the professional and personal growth I have gained here.

I will do my utmost to ensure a smooth transition, including assisting with the transfer of my duties and training my replacement if needed. Please let me know how I can be of help during this period.

Thank you again for your understanding and support. I hope to remain in touch and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]