

Immediate Resignation Letter Template with Apology for Family Emergency

[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 immediately. I regret to inform you that, due to an unforeseen family emergency, I must attend to pressing personal matters that require my immediate and full attention.

Please accept my sincerest apologies for the abrupt nature of this decision and for any inconvenience this may cause the team and the organization. This is an unexpected situation, and I assure you that I would not take such a step unless absolutely necessary.

I am truly grateful for the support, guidance, and opportunities I have received during my time at [Company Name]. I appreciate your understanding during this difficult period, and I am willing to offer any assistance possible to facilitate the transition of my responsibilities.

Thank you again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]