

# Resignation Letter Template: Family Emergency Reasons

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from today unless immediate resignation is required].

This decision was not made lightly, but I am currently faced with an urgent family emergency that requires my immediate and full attention. As such, I am unable to continue fulfilling my professional responsibilities at this time.

I deeply appreciate the opportunities and support I have received during my tenure at [Company Name]. It has been a pleasure working with you and the team, and I am grateful for the experience and knowledge I have gained.

I apologize for any inconvenience my departure may cause and am committed to assisting with the transition process in any way possible over the next [notice period or specify "the remaining days"]. Please let me know how I can help ensure a smooth handover of my duties.

Thank you for your understanding and compassion during this difficult time. I hope to keep in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]