

# Resignation Letter with Immediate Effect Due to Family Emergency

Date: [Your Date]

To,  
[Recipient Name]  
[Recipient Designation]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], with immediate effect due to a serious family emergency that requires my urgent and undivided attention. Unfortunately, the unforeseen nature and severity of this circumstance make it impossible for me to serve the standard notice period.

I deeply regret any inconvenience my sudden departure may cause to the team and the organization. Please understand that this decision was not taken lightly and was made solely out of necessity. I am immensely grateful for the opportunities I have had at [Company Name] and for the support and guidance provided by you and my colleagues during my tenure.

I am willing to assist in any way possible to ensure a smooth transition and to hand over my responsibilities as best as I can during this time. Please let me know if there are any formalities I need to complete before my departure.

Thank you again for your understanding and support. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Contact Information]