

Sample Resignation Letter: Serious Family Matters

[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 the date above]. This decision comes after much deliberation, as I am currently facing serious family matters that require my immediate and ongoing attention.

I want to express my genuine gratitude for the opportunities and support I have received during my time at [Company Name]. It has been a privilege to work alongside such a talented team and to contribute to the company's growth and success.

Please know that this decision was not made lightly. My current circumstances necessitate that I prioritize my family at this time. I am committed to assisting in the transition process and will do everything I can to ensure a smooth handover of my responsibilities.

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

Sincerely,
[Your Name]