

Date: [Your Date]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. Due to a family emergency that requires my immediate attention and ongoing caregiving, I am unable to continue my current responsibilities.

I want to express my sincere gratitude for the opportunities and support I have received during my time with the team. This was a difficult decision, and I am truly thankful for your understanding during this challenging period.

Please let me know how I can support a smooth transition over the coming days.

Thank you again for everything.

Sincerely,  
[Your Name]