

Formal Resignation Letter Sample Citing Family Emergency Reasons

Date: [Insert Date]

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, or "immediately" if necessary]. This decision comes after much consideration and is due to a family emergency that requires my immediate and full attention.

I am deeply grateful for the opportunities, guidance, and support I have received during my employment here. Working at [Company Name] has been a tremendous experience, and I am honored to have been part of such a dedicated team.

Although this decision was difficult, my family obligations must take precedence at this time. I will do my utmost to ensure a smooth handover of my responsibilities and am willing to assist in the transition process over the coming days.

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

Sincerely,

[Your Name]

[Your Contact Information (optional)]