

# Short Notice Resignation Letter for Family Reasons Sample

A **short notice resignation letter for family reasons sample** provides a clear and respectful template for employees needing to leave their job unexpectedly due to urgent family matters. This letter typically includes a concise explanation of the situation, expresses gratitude for the opportunity, and offers a willingness to assist with a smooth transition despite the limited notice. Using such a sample helps maintain professionalism and goodwill while addressing personal priorities promptly.

## Sample Letter

**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Manager's Name]**

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two days from now], due to unforeseen family circumstances that require my immediate attention.

This decision was not made lightly, and I deeply regret the short notice. I am grateful for the opportunities I have had to grow and for the support I've received during my time here. I will do everything possible to ensure a smooth and efficient transition before my departure.

Thank you for your understanding during this difficult time. Please feel free to contact me if there is anything I can do to help during this transition period.

Sincerely,

[Your Name]