

## Simple Resignation Letter Sample for Personal Reasons (Family Emergency)

[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to personal reasons involving an urgent family emergency that requires my immediate and full attention.

This was not a decision I made lightly, as I have greatly enjoyed working at [Company Name] and being part of the team. However, my current circumstances necessitate that I prioritize my family at this time.

I am committed to making this transition as smooth as possible and am willing to assist in training my replacement or handing off my responsibilities as needed. I am deeply grateful for the opportunities and support I have received during my tenure here.

Thank you for your understanding and consideration. I hope to remain in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]