

## Emotional Resignation Letter Template (Family Support Reasons)

[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

It is with a very heavy heart that I write to formally resign from my position as [Your Job Title] at [Company Name], effective [last working day, typically two weeks from the date above].

This has been an incredibly difficult decision for me to make, because working here has been more than just a job; it has been a truly rewarding experience. The support, mentorship, and camaraderie I have found at [Company Name] have meant so much to me, and I will always be grateful for the opportunities and encouragement I have received.

Due to unexpected and urgent family circumstances, my presence and support are needed at home. After much reflection, I know that my family must be my priority during this challenging time. Please know that this decision does not come lightly, as I cherish my role and colleagues deeply.

I am committed to ensuring a smooth transition during my notice period. Please let me know how I can assist in transferring my duties or if there is anything I can do to help the team in the coming weeks.

Thank you once again for your guidance, trust, and for providing such a positive environment in which to grow. I will always value the experiences and relationships I have built here, and I hope to stay in touch.

With heartfelt gratitude,  
[Your Name]