

Resignation Letter Sample Due to Family Emergency (Immediate Effect)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Manager's Name or HR Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective immediately, due to an unforeseen family emergency that requires my urgent attention.

This decision was not made lightly, as I have greatly valued my time at [Company Name] and appreciate the support and opportunities for growth provided to me. However, personal family matters must take immediate priority at this time.

I sincerely apologize for any inconvenience caused by my sudden departure. I am committed to assisting in any possible way to help make this transition as smooth as possible, including transferring my responsibilities and providing any necessary documentation before my exit.

Thank you once again for the opportunity to be a part of [Company Name]. I am grateful for the experiences I have gained and the relationships I have built during my tenure here.

Wishing the organization continued success in the future.

Sincerely,
[Your Name]