

Resignation Letter Sample for Family Emergency Reasons

This resignation letter sample for **family emergency reasons** provides a respectful and clear template for employees who need to leave their job due to urgent family matters. It emphasizes the importance of communicating the situation professionally while expressing gratitude for the opportunities provided, ensuring a smooth transition and maintaining positive relationships with the employer during difficult times.

[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 at [Company Name], effective [last working day, typically two weeks from the date above]. Due to a sudden family emergency that requires my immediate and ongoing attention, I am unable to continue fulfilling my job responsibilities at this time.

This decision was not made lightly, as my experience at [Company Name] has been both rewarding and invaluable. I am deeply grateful for the opportunities I have been given, and I appreciate the support and guidance provided during my time here.

I will do my utmost to assist in the transition process and ensure that all my responsibilities are managed smoothly before my departure. Please let me know how I can be of help during this period.

Thank you again for your understanding and support during this difficult time. I hope to remain in touch, and I wish the company continued success.

Sincerely,

[Your Name]