

## Resignation Letter Due to Urgent Family Obligations

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to urgent family obligations that require my immediate attention.

This decision was not made lightly, as I have truly valued my time here and appreciate the opportunities for personal and professional growth that have been provided to me. I am grateful for the support, guidance, and encouragement from you and the entire team over the duration of my employment.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during my notice period, whether it involves training a replacement or transferring my responsibilities to a colleague.

Thank you for your understanding during this difficult time. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]