

Resignation Letter Example for Urgent Family Health Crisis

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [last working day, typically two weeks from the date above].

This decision comes with great difficulty, as I have thoroughly enjoyed my time working with you and the team. However, due to an urgent family health crisis, I must prioritize being with my loved ones at this time.

I want to express my gratitude for the opportunities for both personal and professional growth that you have provided me during my tenure here. I appreciate your understanding and support as I make this necessary transition.

I will do my best to assist in this transition period to ensure a smooth handover of my responsibilities. Please let me know how I can help during my remaining time with the company.

Thank you again for your understanding and support.

Sincerely,
[Your Name]