

## Short Notice Resignation Letter for Family Commitments

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

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

Dear [Recipient's 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 or as per company policy if possible]. Due to unforeseen family commitments that require my immediate attention, I am unable to provide more notice at this time.

I am truly grateful for the opportunities and support I have received during my time at [Company Name]. This decision was not made lightly, as I have enjoyed being part of the team and have learned a great deal.

Please let me know how I can assist during this transition period to make the process as smooth as possible. I hope to leave my responsibilities in good order and will be happy to help train a replacement if time permits.

Thank you again for your understanding and support.

Sincerely,  
[Your Name]