

Formal Resignation Letter for Family Health Issues

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision has not been made lightly, but is necessary due to pressing family health issues that require my immediate and ongoing attention. After careful consideration, I have concluded that stepping away from my professional responsibilities is the best course of action to prioritize the well-being of my loved ones at this time.

I am deeply grateful for the opportunities I have had at [Company/Organization Name], and I appreciate the support and guidance provided throughout my tenure. Working with you and the team has been a truly rewarding experience.

I will do my utmost to ensure a smooth transition during my remaining time, and I am happy to assist in training my replacement or transferring my responsibilities as needed. Please let me know how I can be of help during this period.

Thank you again for your understanding and support.

Sincerely,
[Your Name]