

Resignation Letter Template for Family Emergency (Short Notice)

[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, e.g., immediately or in two days], due to an unforeseen family emergency that requires my immediate attention.

This decision was not made lightly, as I have greatly valued my time with [Company Name] and appreciate the opportunities I have had to grow professionally and personally. I sincerely regret any inconvenience my short notice may cause and am committed to assisting in the transition process as much as possible given my circumstances.

I am grateful for the support, guidance, and encouragement from you and my colleagues during my tenure here. Thank you for your understanding during this difficult time. I hope to keep in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]