

[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 at [Company Name], effective immediately, due to a sudden family emergency that requires my urgent attention and presence.

This decision was not made lightly, and I deeply regret the short notice. I am grateful for the support and opportunities I have received during my time with the company. Working with you and the team has been a rewarding experience.

I will do my best to assist with the transition process as much as I can in the coming days. Please let me know how I can help to ensure a smooth handover.

Thank you for your understanding and support during this difficult time.

Sincerely,
[Your Name]