

Short Notice Resignation Letter Due to Family Emergency

[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 as [Your Position] at [Company Name], effective immediately. Due to an unforeseen family emergency, I am unable to provide the standard notice period and must leave my role on short notice.

I sincerely apologize for any inconvenience this may cause and hope for your understanding during this difficult time. My decision was not made lightly, and I deeply appreciate the opportunities and support I have received during my time at [Company Name].

I will do my best to ensure a smooth transition and will provide any assistance I can in the coming days. Please let me know how I can help to minimize disruption.

Thank you again for your understanding and support.

Sincerely,
[Your Name]