

Two Weeks' Notice Resignation Letter for Family Emergency Obligation

[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 as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., June 30, 2024].

This decision was not made lightly, but due to an unforeseen family emergency that requires my immediate and ongoing attention, I am unable to continue fulfilling my responsibilities at this time. My family's needs must take priority, and I regret any inconvenience my departure may cause to the team and the organization.

I am committed to ensuring a smooth transition over the next two weeks. Please let me know how I can best assist in transferring my responsibilities or training a replacement during this period.

I want to express my sincere gratitude for the opportunities and support I have received at [Company Name]. I have greatly valued my time here and appreciate the chance to contribute to the team.

Thank you for your understanding regarding my situation. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]