

Immediate Resignation Letter for Family Reasons (Sample)

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at **[Company Name]**, effective immediately, due to urgent family reasons that require my full attention and presence. This was not an easy decision, and I regret any inconvenience my sudden departure may cause.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time at **[Company Name]**. It has been a privilege to work with such a dedicated and supportive team.

I understand the impact an immediate resignation may have, and I am willing to assist in the transition process in any way I can, such as wrapping up ongoing tasks or providing guidance to my replacement, should that be helpful.

Thank you for your understanding and support during this difficult time. I appreciate everything I have learned during my tenure and hope to remain in touch in the future.

Sincerely,
[Your Name]