

# Resignation Letter Requesting Early Release Due to Family Emergency

[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 immediately due to an urgent family emergency. This unforeseen situation requires my immediate attention and does not allow me to fulfill the usual notice period.

I respectfully request your understanding and kindly ask for an early release from my duties. I am willing to assist in the transition process over the next few days and ensure a smooth handover of my responsibilities.

I am extremely grateful for the opportunities and support I have received during my time at [Company Name]. This decision was not made lightly, and I deeply appreciate your understanding during this difficult period.

Please let me know how best I can assist in handing over my tasks before my departure. Thank you once again for your support.

Sincerely,  
[Your Name]