

Immediate Resignation Letter for Family Crisis

[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 Job Title] at [Company Name], effective immediately, due to a significant family crisis that requires my urgent and full attention. After careful consideration, I have come to the difficult decision that I must prioritize my family's needs at this time.

I apologize for the abrupt notice and any inconvenience this may cause. Please be assured that this decision was not made lightly, and I am truly grateful for the opportunities, support, and experiences I have gained during my tenure at [Company Name].

If possible, I am willing to assist in ensuring a smooth transition during my last days or by providing any necessary information that may help during this time.

Thank you for your understanding and support regarding my situation. I hope to keep in touch and appreciate your consideration.

Sincerely,
[Your Name]