

Professional Resignation Letter Template: Due to Unforeseen Family Emergency

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

[Recipient Name]
[Recipient Title/Position]
[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 [Last Working Day, typically two weeks from date above], due to an unforeseen family emergency that requires my immediate and full attention.

Making this decision has not been easy, as I have greatly valued my time and experiences with [Company Name]. I am sincerely grateful for the opportunities, support, and professional growth I have received while working with you and the team.

Please rest assured that I will do everything possible during my remaining time to assist with the transition process and ensure a smooth handover of my responsibilities. Should you need any further assistance after my departure, please do not hesitate to contact me.

Thank you again for your understanding and support during this difficult time. I hope to maintain our positive relationship and wish [Company Name] continued success.

Sincerely,
[Your Name]