

Resignation Letter Sample with Immediate Effect (Family Emergency)

This **resignation letter sample with immediate effect because of family emergency** provides a clear and respectful way to notify your employer about your sudden need to leave your position due to urgent personal circumstances. It emphasizes the importance of communicating promptly while maintaining professionalism and expressing gratitude for the opportunity, ensuring a smooth transition despite the unforeseen situation.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[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 unforeseen family emergency that requires my urgent and full attention.

I deeply regret the short notice and any inconvenience my departure may cause. This decision was not made lightly, but current circumstances necessitate my immediate presence with my family.

I would like to express my genuine appreciation for the opportunities and support I have received during my time at [Company Name]. I have greatly valued my experience here and am grateful for your understanding regarding my sudden departure.

Please let me know if there is anything I can do to assist in the transition, even in this limited capacity. I hope to stay in touch and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,
[Your Name]