

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. Due to an unexpected family crisis, I find it necessary to prioritize my family during this challenging time. This decision was not made lightly, as I have greatly valued my time at [Company's Name] and the opportunities I have had to grow and learn with the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in handing over my duties during my notice period.

Thank you for your understanding and support. I hope to keep in touch, and I look forward to the possibility of working together in the future under different circumstances.

Sincerely,  
[Your Name]