

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

Dear [Employer'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 unforeseen family obligations, I have made the difficult decision to step away from my role. This choice was not made lightly, and I sincerely appreciate the support and opportunities I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively in the coming weeks. Thank you once again for your understanding and support. I hope to stay in touch and wish the company continued success.

Sincerely,  
[Your Name]