

[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 personal family matters that require my immediate attention, I find it necessary to step away from my professional responsibilities at this time.

I want to extend my sincere gratitude for the opportunities I have had while working with you and the team. I have greatly appreciated my time at [Company's Name] and have learned a lot during my tenure.

Please let me know if there is anything I can do to assist during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]