

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. Due to unforeseen family circumstances that require my immediate attention and support, I find it necessary to step away from my role. This decision has not been easy, as I have truly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to assist during this period. Please let me know how I can help in wrapping up my responsibilities.

Thank you for the opportunities I have had during my time at [Company Name]. I appreciate your understanding and support regarding my situation.

Sincerely,  
[Your Name]