

[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 unexpected family issues that require my immediate attention and dedication, I have made the difficult decision to step down from my role. This decision was not easy, as I have greatly valued my time at [Company's Name] and the opportunities to grow professionally and personally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this time. Thank you for your understanding and support. I appreciate the opportunities I have had during my time at [Company's Name] and hope to stay in touch in the future.

Sincerely,  
[Your Name]