

[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 urgent family matters that require my immediate attention.

I greatly appreciate the opportunities for personal and professional development during my time at the company. I have enjoyed working with you and my colleagues and am grateful for the support I have received. I will ensure a smooth transition of my responsibilities and am willing to assist in any way possible during this period.

Thank you for your understanding.

Sincerely,
[Your Name]