

Urgent resignation due to personal emergency

Subject: Urgent Resignation - Personal Emergency

Dear [Manager Name],

Due to an unexpected family emergency, I must resign from my position as a bus driver effective [Date - typically within one week]. I deeply regret that circumstances prevent me from providing the standard two weeks' notice.

This emergency requires my immediate and full attention, making it impossible for me to continue my employment responsibilities. I understand this creates operational challenges and sincerely apologize for any inconvenience.

I am available for a brief transition meeting to discuss my routes and any critical information needed for coverage. All route documentation and student information sheets are current and located in [location].

Please process my final employment paperwork as soon as possible. I will return all company property including uniform, keys, and radio equipment by [specific date].

I have valued my time with the district and regret leaving under these circumstances. Thank you for your understanding during this difficult time.

Urgently yours,

[Your Name]

[Phone Number for immediate contact]

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