

Emergency Relocation Resignation Email

Subject: Urgent Resignation - Relocation Required

Dear [Manager's Name],

I am writing to notify you of my resignation from my driver position, effective [Date]. I understand this provides less than the standard notice period, and I sincerely apologize.

Due to unexpected family circumstances, I must relocate to [City/State] within the next week. This situation arose suddenly and requires my immediate attention and presence.

I will work diligently during my remaining days to complete current assignments and ensure all company property is returned. I am available to discuss any urgent transition matters via phone even after my departure if needed.

Thank you for your understanding during this challenging time. I have genuinely appreciated working with the team.

Sincerely,

[Your Name]

[New Contact Information]

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