Immediate Resignation Letter Sample for Family Reasons



I understand the importance of a smooth transition and I am committed to making the process as seamless as possible. I am more than willing to assist in the handover of my responsibilities to ensure a smooth transfer of tasks and projects. Please let me know how I can be of assistance

during this transitional period.

My last day of work will be [last working day, typically two weeks from the date of the resignation letter as per standard practice], in accordance with the notice period as stated in my employment contract. I will do my best to wrap up any pending projects and ensure that everything is in order before my departure.

Thank you once again for your understanding and support during this time. I genuinely appreciate all the opportunities and experiences I have had at [Company Name]. I sincerely hope that our paths may cross again in the future.

If you need to reach me after my departure, you can contact me via [phone number] or [email address].

Wishing you and the team continued success.

Sincerely,

[Your Name]