

Formal resignation due to urgent family matter

Subject: Immediate Resignation Due to Family Emergency

Dear [Manager's Name],

I am writing to formally submit my resignation from my position at [Company Name], effective immediately. Unfortunately, an urgent family matter requires my full attention, and I am unable to continue fulfilling my professional responsibilities at this time.

I regret the sudden nature of this decision and sincerely apologize for any inconvenience it may cause. Please know that this choice was not made lightly, but out of necessity due to circumstances beyond my control.

I am grateful for the support and opportunities I have received during my time here. I hope to leave on good terms and wish the company continued success in all its endeavors.

Sincerely,

[Your Name]

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