

Professional resignation with transition offer

Subject: Immediate Resignation Due to Family Circumstances

Dear [Manager's Name],

I must resign from my position effective immediately due to urgent family obligations. While I recognize this is not ideal, the situation demands my full attention.

If possible, I am willing to assist remotely in the coming days to help hand over my responsibilities and ensure a smoother transition. I hope this can ease any disruptions caused by my sudden departure.

Thank you for your leadership and support during my time here.

Sincerely,

[Your Name]

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