

Urgent Family Emergency Resignation Template

Subject: Immediate Resignation - [Your Name]

Dear [Manager's Name],

I regret to inform you that due to an unexpected family emergency, I must resign from my position as [Job Title] effective immediately. My last day of work will be today, [Date].

I understand that this short notice is not ideal, and I sincerely apologize for any inconvenience this may cause. The circumstances are beyond my control and require my immediate and full attention.

I am willing to provide assistance remotely for critical matters over the next few days if absolutely necessary. Please contact me at [personal email] or [phone number] if urgent questions arise.

I want to express my gratitude for the opportunities and experiences I've gained during my time at [Company Name].

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

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