

Heartfelt Resignation Letter Due to Family Emergency

Dear [Manager's Name],

It is with a heavy heart that I must resign from my role as [Your Position] at [Company Name], effective [Last Working Day]. An unexpected family emergency requires my immediate and full attention.

I am truly grateful for the opportunities, mentorship, and experiences I have received here. I will do everything possible to ensure a smooth transition and to support my colleagues during this period.

Thank you for your understanding during this difficult time.

Warm regards,

[Your Name]

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