

# Immediate Resignation Letter For Family Reasons

**Jane Smith**

**Marketing Coordinator**

**Bright Horizons Marketing**

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**May 6, 2024**

Dear Mr. Johnson,

I am writing to inform you of my immediate resignation from my position as Marketing Coordinator at Bright Horizons Marketing, effective today, May 6, 2024.

Due to urgent family reasons that require my full attention, I am unable to continue my duties and responsibilities. I deeply regret the suddenness of this decision and the inconvenience it may cause to the team and the company.

I am grateful for the opportunities and experiences I have gained during my time at Bright Horizons Marketing. Please let me know if there is any way I can assist in the transition process within the limited time I have.

Thank you for your understanding and support. I hope to maintain a positive relationship moving forward.

Sincerely,

**Jane Smith**