
Resignation Letter Due to Family Issues

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]


Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter unless otherwise specified].

This decision was not easy, but due to unforeseen family issues that require my full attention, I find it necessary to step away from my responsibilities at work to focus on my family's needs.

I have thoroughly enjoyed my time at [Company Name] and am grateful for the support, mentorship, and opportunities provided to me. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you again for your understanding and support during this challenging time. I hope to leave on positive terms and look forward to staying in touch.



Sincerely,

[Your Name]