



Dear [Supervisor/Manager's Name],

I am writing to inform you of my resignation from my role due to personal reasons, effective [last working day, typically two to four weeks from the date of the letter]. This decision has been incredibly difficult for me, but it is with a heavy heart that I must prioritise my family's needs during this challenging time.

Unfortunately, a member of my immediate family has been diagnosed with a serious illness, and it is essential for me to be present to provide care and support during their treatment and recovery. After much consideration, I have concluded that I am unable to balance the demands of my role with the responsibilities I have towards my family at this time.

I want to express my sincere gratitude for the opportunities I have had at [Company/Organization Name]. I have learned a great deal during my time here and have appreciated the support and camaraderie of my colleagues.

I assure you that I am committed to ensuring a smooth transition during my remaining time with the company. I am available to assist with the transition process, including training my replacement and documenting any ongoing projects to facilitate a seamless handover.

I apologise for any inconvenience my resignation may cause and appreciate your understanding and support during this challenging time. I will always be grateful for the experiences and relationships I have gained at [Company/Organization Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]