Immediate Resignation Letter for Family Emergency

[Today's Date]

John H. Smith
Manager
ABC Corporation
1234 Market Street
Anytown, NY 12345

Dear Mr. Smith,

I am writing to inform you of my immediate resignation from my position as Marketing Coordinator at ABC Corporation, due to a sudden and severe family emergency. This situation requires my full attention and presence, making it impossible for me to fulfill my duties with the dedication and commitment that they deserve.

Understanding the nature of my role and the potential inconvenience my sudden departure might cause, I am more than willing to assist in the transitional period in any way that I can, be it through remote support or by helping find and train my replacement. However, please understand that my capacity to do so will be limited by my family obligations.

I want to express my sincere gratitude for the opportunities and experiences I have gained while being part of the ABC Corporation team. I have greatly valued my time here and the professional relationships I've built. It is my hope that my resignation under these unfortunate circumstances will not tarnish the positive experiences and achievements we have shared.

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Please let me know the next steps regarding the resignation process and how I can further assist during this transition. I am reachable by phone or email for any immediate needs or questions.

Thank you for your understanding and support during this difficult time.

Sincerely,

Emily R. Johnson

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