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# Email Resignation Letter Example Due to Family Reasons

Subject: Resignation Notice - [Your Full Name]

Dear [Supervisor's Name],

I am writing to regretfully tender my resignation from my role as [Your Position] at [Company Name], effective [Resignation Date]. This decision is due to family reasons that require my immediate attention and presence.

I am sincerely grateful for the experiences and opportunities I've had during my time at [Company Name]. The support and collaboration with colleagues have been invaluable.

I understand the impact of this decision on the team and the organization, and I am committed to assisting in a smooth transition. I will work closely with my colleagues to provide the necessary information and documentation.

Thank you for your understanding during this challenging time.

Best regards,

[Your Full Name]

[Your Contact Information]