

*Sender's Name*  
*Sender's Address*  
*City, State, Zip Code*  
*Email address*

*DATE*

*HR or Management Personnel's Name*  
*Position in the Company*  
*Company's Name*  
*Company's Address*  
*City, State, Zip Code*

*Dear Name of Concerned Person:*

*This letter is a formal notification that I will be resigning from POSITION OR JOB DESCRIPTION in Name of Company on DATE. My reason for resigning at this time is to take care of serious family issues that only I can resolve. I will not be able to work during that time.*

*Since I am giving one month's notice, I will be able to assist in finding and training a replacement. I will faithfully fulfil my responsibilities until DATE.*

*I have had great job satisfaction working at Name of Company and appreciate your understanding at this trying time. If there is anything I can do even after I leave to further any projects, please don't hesitate to ask me. I can be reached at PHONE NUMBER or EMAIL ADDRESS.*

*Sincerely,*

*Signature of Sender*  
*Printed Name of Sender*