

Resignation Letter for Family Reasons

Sender's name

Address

Contact details

Date – DD/MM/YYYY

Receiver's name

Address

Contact details

Dear: -----,

This letter is a formal notice to inform you about my resignation from the position of ----- (mention job title).

I ----- (mention your name) have been working as a ----- (mention your job title) with your company since ----- (mention years). I have been a consistent and regular performer, but due to past some days; I have not been able to give my complete attention to my work due to some family reasons.

There are some important issues at my family's end that need my attention and because of which I am unable to attend the office regularly.

So, I would request you to please consider and accept my notice of resignation and also complete all the formalities as soon as possible.

Yours Sincerely,

Your Name

