

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day].

We received your notice regarding the health emergency currently affecting your family. Please accept our deepest sympathies during this difficult time. We understand that your priority must be with your family, and we respect your decision to step away from your professional duties to provide them with the necessary care and support.

We appreciate the contributions you have made to [Company Name] during your tenure. We will begin the process of handling your final payroll, benefits, and any outstanding administrative tasks. Our HR department will contact you shortly with details regarding [Insurance/COBRA/Final Pay].

We wish you and your family strength and a speedy recovery for your loved one. Please do not hesitate to reach out if there is anything we can do to assist with your transition.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]