## Short Notice Resignation Letter: Family emergency

**Dear Dr. Richards  
   
This is to inform you of my immediate resignation from the post of [insert job position].  
   
As you know, my wife and children are back home in London. She was recently diagnosed with stage four lung cancer and is no longer able to work or take care of the children. For this reason, I will be returning home to be with my family.  
   
I apologize for my premature resignation but I will do all that is possible to get my replacement up to speed via email and video chat to ensure a smooth transition.  
   
Sincerely  
   
[Insert signature]**