Date

Name

Address

Dear Mr. William,

I am writing this letter to apologize for my unannounced resignation from my current position at XYZ limited.

I was employed as an ‘Assistant marketing manager’ since 2012. I was very happy working in this organization and was learning and experiencing many new skills. However, my grandfather has gotten chronically sick and is hospitalized. There is no one else alive in the family to look after him or carry out the hospital formalities. I did not have any other option than to quit the job and shift in his town, as he lives five hours' drive away from here.

I am aware that this was unexpected news for you and my team, but honestly, it was the same for me as well. I also understand that I am leaving many projects in the middle, for which I am feeling extremely guilty. I can provide remote support whenever needed.

I hope you will understand my situation and accept my resignation and apology. I am sorry again.

Thanking you in advance.

Regards,

John Steven.