**To Date:**  
The Manager,  
Company Name,  
Address.

**From**  
Your Name,  
Employee ID,  
Designation,  
Department.

Sub: Resignation due to family problems.

Dear Sir/Madam,

Please accept this as my formal resignation from the post of **[your designation]** in **[department]** at **[company name]** due to some family problems.

As I have some emergency family matters to fix, I couldn’t able to continue my job.  I am always grateful for your support and guidance during my last \_\_ years of service.

Kindly treat this as my two month notice period and my last working date will be **[date]**.

I hope you approve of my resignation.

Sincerely,  
Your name.