Subject: Firstname Lastname Resignation due to Family Reasons

Dear Sir/Madam/Mrs./Mr./Miss,

As you know, I have been working for your organization for the last five years in the capacity of a sales manager. It is with profound sorrow though that I have had to quit your firm. My eldest son sustained a severe automobile accident, which rendered him completely disabled.

I inevitably have to devote much of my time with him, especially during his transition to a completely disabled lifestyle. Because I could not balance the demands of a disabled child with the intrigues of my position, I chose to step down.

My sudden departure has dealt a severe blow to your firm. More specifically, it is bound to disrupt your operations for some time until a substantive replacement is sought. I am fully aware of these facts.

That is why I offer myself to aid with the transition free-of-charge. As soon as the issue is fully sorted out, I cannot rule out any possibilities of ever returning.

I must say that my time here was pretty enjoyable. I cherish all the lessons, challenges, and insights I received while at this place. Thank you for the opportunity.

Sincere Regards,

Firstname Lastname