Your Name
Your Address
Your City, State Zip Code
Date
Employer’s Name
Employer’s Title
Company Name
Address
City, State Zip Code

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

I regret to have to let you know that I shall step down from my current position in your organization effective one month from now. Several family circumstances have arisen, which have necessitated my departure from your firm.

The need to take care of my ailing mother and the relocation of my husband abroad are two outstanding of these reasons. Owing to the overwhelming nature of these chores, I have been left with no other option but to relinquish any further responsibilities.

I am genuinely sorry for the inconvenience that my departure shall trigger. Mainly, I am remorseful of the short notice I have had to issue. To make up for these inconveniences, and enable a smooth transition, I offer myself to provide further support.
Kindly let me know the roles I ought to play to be able to facilitate the newcomer. If, by the time my husband returns, you will not have filled the vacancy substantially, consider re-hiring me.

Thank you very much in advance for understanding my plight. I enjoyed every bit of my time in your organization. My special thanks go to my immediate supervisor and workmates, who walked with me throughout my journey.
It is also my hope that my departure will not imperil in any way, the cordial relations that already exist between your company and me.

Sincerely,
Your Signature (hard copy letter)
Firstname Lastname