Dear [employer’s name],

Due to serious illness in my family, I must immediately resign from my position as [job title] at [company name]. As my [family member] will require full-time care, I will be unable to continue to perform my duties at the company.

My final working day will be [date]. I hope that, in these last few days, I can help make the transition a smooth one by wrapping up any pending tasks and assisting in recruiting my replacement.

As much as leaving [company name] saddens me, I know that this decision is the right one under the circumstances.

I would like to thank you and everyone on the team for the great collaboration over the last [number of years]. I am grateful that I got the chance to work with you.

Sincerely,

[your name]