

PERSONAL REASONS RESIGNATION LETTER EXAMPLE

August 17, 2022

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter]. This decision has not been an easy one, but I find it necessary to prioritize personal matters that require my immediate attention and focus.

I want to express my sincere appreciation for the opportunities for professional and personal growth that [Company Name] has provided me during my time here. I am grateful for the support and understanding of my colleagues and superiors.

Due to unforeseen personal reasons, I am compelled to take this step and make a change in my professional life. I am committed to ensuring a smooth transition during my notice period. I am willing to assist in training a replacement or transitioning my responsibilities to a designated colleague. I will work diligently to complete any outstanding projects and ensure that all necessary documentation is organized for a seamless handover.

I value the experiences and skills I have gained at [Company Name], and I am thankful for the positive relationships I have formed with my colleagues. I hope for your understanding regarding the nature of my resignation, and I appreciate your support during this challenging time.

Thank you again for the opportunities, and I wish [Company Name] continued success in the future. I hope to maintain the relationships I've built here and remain in touch.

Sincerely,

[Your Name]