
Basic Resignation Letter due to Personal Reasons Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Resignation Date]. This decision comes after careful consideration of personal matters that require my immediate attention.

I am grateful for the experiences and opportunities I've had during my time here. I have learned a lot and have enjoyed being a part of the team. I believe this decision is in the best interest of both myself and the company.

I appreciate your understanding during this time and assure you that I will do my best to ensure a smooth transition. Thank you for the support and guidance you have provided

Sincerely,

[Your Name]