
Email Resignation Letter Example for Personal Reasons

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

It is with a heavy heart that I tender my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date]. This decision has been made after careful consideration of personal circumstances that require my focused attention and dedication.

During my time at [Company Name], I have had the privilege of working with an incredible team and contributing to meaningful projects. The support and camaraderie I've experienced have been invaluable, and I am truly grateful for the relationships I've formed.

While this decision wasn't easy, I am confident it is the best course of action for me at this point in time. I have thoroughly enjoyed my tenure here and will carry the lessons learned and memories made with me throughout my journey.

In the upcoming weeks, I am committed to ensuring a smooth transition. I will work closely with my colleagues to transfer knowledge, complete pending tasks, and provide any assistance needed to maintain continuity.

I want to express my deepest gratitude to you and the entire team for your understanding during this time. The compassion and support I've received mean a great deal to me. I hope to stay in touch and wish [Company Name] continued success in all its endeavors.

Thank you for your understanding.

Warm regards,

[Your Full Name]

[Your Contact Information]

