
Employee Resignation Letter For Personal Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[HR Manager's Name/Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name/Supervisor's Name],

I hope this letter finds you well. With a heavy heart, I am tendering my resignation from my role as [Your Job Title] at [Company Name], effective [last working date].

My tenure at [Company Name] has been more than just a job. It has been a journey filled with memories, lessons, challenges, and accomplishments. While I deeply value everything I've learned and experienced here, recent personal developments in my life necessitate this change in direction.

It's important to emphasize that this decision is anchored in my personal circumstances and is in no way a reflection of any discontent or disagreement at the workplace. The support and camaraderie I've received here have been unparalleled.

I will do everything within my capacity to ensure a smooth transition, including training my replacement or creating comprehensive handover documents.

Thank you for your understanding, and I cherish the time I've spent at [Company Name]. I remain hopeful that our paths might cross again in a different capacity.

With warm regards,

[Your Name]