
Formal Resignation Letter For Personal Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am formally submitting my resignation from my role at [Company Name], effective [last working date], due to personal reasons that necessitate my full attention.

I hold [Company Name] in high regard and am grateful for the opportunities and experiences I've been provided. My decision to resign is deeply personal and does not reflect any dissatisfaction with the company, the team, or the leadership.

In the upcoming weeks, I will do my utmost to ensure a smooth transition. This includes handing over tasks, providing comprehensive documentation, and assisting in training or briefing my successor.

Thank you for your understanding and the enriching journey. I hope to maintain the professional relationships I've built here and wish the team continued success.

Regards,

[Your Name]