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# Formal Resignation Letter for Personal Reasons Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

It is with a heavy heart that I submit my resignation from [Your Position], effective [End Date], due to personal reasons. This decision was made after much reflection, prioritizing my and my family's well-being.

During my remaining time, I'm committed to assisting in a seamless transition for the team.

Thank you for the incredible support and understanding.

Warm wishes,

[Your Name]