
Formal Resignation Letter with Reason

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I'm writing to officially tender my resignation from [Your Position] at [Company Name], effective [last working day].

The decision wasn't easy and took a lot of contemplation. Due to personal reasons that require my immediate attention, I'm unable to continue my duties and give the role the focus it deserves.

I deeply appreciate the opportunities and experiences provided to me here. Please let me know how I can assist in the transition.

Warm regards,

[Your Name]