
Resignation Letter Due to Personal Reasons

Dear [Manager's Name],

I am writing to formally tender my resignation from [Company Name], effective [Last Working Day], due to personal reasons. Over the past few months, I've encountered challenges in my personal life that I need to address wholeheartedly, and it demands my full attention.

My decision has been incredibly difficult because of the wonderful experiences and growth opportunities I've had here. I am deeply grateful for the trust, guidance, and support that you and the team have offered me during my tenure.

I am committed to ensuring a seamless transition. Please let me know how I can be of help during this period.

Thank you for understanding.

Warm regards,

[Your Name]