
Resignation Letter For Personal Reasons Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am submitting this letter to formally announce my resignation from [Position Name], effective [last working date]. Due to personal circumstances, I find it necessary to prioritize certain aspects of my personal life.

I deeply appreciate the opportunities and experiences offered to me during my tenure at [Company Name]. Please let me know the best steps I can take to ensure a smooth transition, from training a successor to finalizing any outstanding tasks.

Thank you for your understanding.

Warm regards,

[Your Name]