
Resignation Letter For Personal Reasons in Hotel Industry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am submitting my resignation from my role as [Your Position], effective [Last Working Date], due to personal circumstances. Working at [Hotel Name] has been an incredible journey, where I have been fortunate to be part of a team that creates memorable experiences for our guests. While I need to prioritize personal matters at this juncture, I am deeply grateful for the skills and memories gained. I am keen to facilitate a smooth handover to ensure continued excellence.

Thank you for the unforgettable experiences.

Warmly,

[Your Name]