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# Resignation Letter For Personal Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working date, typically two weeks from the date of the letter].

This decision wasn't made lightly. I have truly enjoyed my time working with the company and have learned a lot from my colleagues and the challenges we've tackled. However, due to personal reasons that require my immediate and undivided attention, I find it necessary to step back from my professional commitments at this time.

I want to assure you that my decision to resign is purely based on personal reasons and in no way reflects any dissatisfaction with my job, the team, or the company. I am truly grateful for the opportunities, guidance, and friendship I've experienced here.

To ensure a smooth transition, I am more than willing to assist in training a replacement or passing on my responsibilities to a designated colleague. I aim to make this process as seamless as possible and minimize any disruption.

Thank you for the understanding, support, and opportunities over the years. I cherish the professional and personal growth I've achieved at [Company Name]. I hope to cross paths again in the future, and I'll always be rooting for the company's success.

Warm regards,

[Your Name]

