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# Resignation Letter to Manager due to Personal Reasons Example

Dear [HR Manager's Name],

I hope this message finds you well. With a heavy heart, I am submitting my resignation from my role as [Your Position] at [Company Name], effective [Last Working Day], due to personal reasons that require my immediate and undivided attention.

Working under your leadership has been a significant chapter in my career. I've grown, learned, and am deeply grateful for all the experiences. I will do everything possible to ensure a smooth transition.

Thank you for your understanding.

Warm regards,  
[Your Name]