
Resignation Letter for Personal Reasons

Dear [Manager's Name],

With a heavy heart, I submit my resignation from [Company Name], effective [last working day]. Due to unforeseen personal circumstances, I find it necessary to prioritize my personal life at this juncture.

Please know that this decision wasn't made lightly. I've learned and grown so much here, and I'll always be grateful for the experiences and insights I've gained. I am dedicated to ensuring a seamless transition and am willing to help train my successor or wrap up ongoing projects.

Thank you for your understanding and guidance throughout my tenure.

Best,

[Your Name]