
Short Notice Resignation Letter For Personal Reasons

[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 writing to formally resign from [Your Position], effective [Last Working Date]. Due to personal reasons, I must make this decision. I appreciate the opportunities provided here, and I am willing to assist during the transition.

Thank you for your understanding.

Sincerely,

[Your Name]