

Professional Resignation Letter Template (Personal Reasons)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date above].

Due to personal reasons, I have made the difficult decision to resign from my role. Please be assured that this decision was not made lightly, and it has been influenced by circumstances beyond my professional responsibilities.

I am grateful for the opportunities and experiences I have gained while working with [Company Name]. I appreciate your guidance and support, as well as the chance to work alongside such a dedicated team.

I will do my utmost to ensure a smooth transition during my remaining time here. Please let me know how I can assist in handing over my responsibilities or training a replacement.

Thank you once again for your understanding and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]