

## Sample Resignation Letter with Notice Period for Personal Reasons

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above], in accordance with my notice period. This decision comes after careful consideration of personal circumstances that require my full attention.

I would like to express my sincere gratitude for the opportunities, guidance, and support I have received during my time at [Company Name]. It has been a privilege to work alongside an excellent team, and I am proud of the work we have accomplished together.

During my notice period, I am committed to ensuring a smooth transition. Please let me know how I can help in transferring my responsibilities or training a replacement.

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

Sincerely,  
[Your Name]