

Simple Resignation Letter Format for Personal Reasons

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's 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].

This decision was made due to personal reasons. While I am unable to continue my current role, I am grateful for the opportunities and experiences I have had during my time at [Company Name].

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Thank you once again for your support and understanding.

Sincerely,
[Your Name]