

## 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]