

Simple Resignation Letter Sample for Personal Reasons

This document provides a **simple resignation letter sample** for personal reasons, available for PDF download. It offers a clear and concise template for employees wishing to formally notify their employer about their decision to resign due to personal circumstances. The sample letter is professionally structured to ensure effective communication, helping individuals to maintain a positive relationship with their employer while transitioning smoothly from their current position.

Resignation Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g. two weeks from today]. This decision is due to personal reasons, and after careful consideration, I believe it is the best course of action for my current situation.

I am grateful for the opportunities and support I have received during my time at [Company Name]. I will do my best to ensure a smooth transition and assist with any tasks required during my notice period.

Thank you once again for your understanding and support. I hope to keep in touch in the future.

Sincerely,
[Your Name]

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