

# Simple Resignation Letter for Personal Reasons

Download a **simple resignation letter for personal reasons** in PDF format, designed to help you professionally and courteously notify your employer of your intent to resign. This template offers a clear, concise structure suitable for various personal circumstances, ensuring your resignation is communicated with respect and clarity, making the transition smooth for both parties involved.

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## Sample Template (Text Version)

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[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, typically two weeks from the date above].  
This decision is due to personal reasons. I want to thank you for the opportunities and support I have received during my time here. I am committed to assisting with the transition process.  
Thank you for your understanding.  
Sincerely,  
[Your Name]

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