

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.
Thank you for your understanding.
Sincerely,
[Your Name]
```

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