

Simple Resignation Letter Sample for Personal Reasons (Email Format)

Below is a sample email template for resigning due to personal reasons. You can personalize this format to suit your situation.

Subject: Resignation â€“ [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today], due to personal reasons.

I want to express my sincere gratitude for the opportunities and support I have received during my time here. I have greatly enjoyed working with you and the team.

I will do my best to ensure a smooth transition over the next [notice period duration]. Please let me know how I can assist during this period.

Thank you again for everything. I hope to keep in touch, and I wish the company continued success.

Sincerely,

[Your Name]

Tips:

- Replace words in brackets (e.g., [Your Name]) with your personal details.
- Keep the tone polite and professional.
- Send your resignation from your work email address, if appropriate.
- If custom notice periods apply, adjust the dates accordingly.