

Resignation Letter Sample for Government Employee Due to Personal Reasons

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Title/Position]
[Department Name]
[Government Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] with [Department/Government Agency Name], effective [Last Working Day, typically two weeks from the date above], due to personal reasons.

This decision was not made lightly and comes after careful consideration of my current personal circumstances. I am grateful for the opportunities I have had during my tenure and would like to express my sincere appreciation for your guidance and support, as well as for the experiences I have gained working with an outstanding team.

I will do my utmost to ensure a smooth transition during my remaining time and am happy to assist in training my replacement or providing any necessary documentation to facilitate the process.

Thank you once again for the opportunity to serve [Department/Government Agency Name]. I am hopeful to maintain our professional relationship in the future.

Sincerely,
[Your Name]