

## Simple Resignation Letter Format for Personal Reasons

[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 as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision is due to personal reasons. I appreciate your understanding and respect for my privacy regarding this matter.

I want to express my gratitude for the opportunities and experiences I have gained during my time at [Company Name]. It has been a pleasure working with you and the team.

I am committed to assisting with the transition process and will do my best to ensure a smooth handover of my responsibilities.

Thank you for your support and understanding.

Sincerely,  
[Your Name]