

## Simple Resignation Letter Sample for Personal Reasons with Gratitude

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

[Recipient Name]  
[Their Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision is due to personal reasons, and it was not an easy one to make.

I would like to express my sincere gratitude for the opportunities and support I have received during my time here. Working at [Company Name] has been a valuable and rewarding experience, and I am truly appreciative of the guidance and encouragement from you and my colleagues.

I am committed to making this transition as smooth as possible and will do my best to complete any outstanding work before my departure. Please let me know if there is anything I can do to assist during this period.

Thank you once again for your understanding and support. I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]