

Resignation Letter for Personal Reasons with Gratitude to Employer

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from today]. This decision was not made lightly and is due to personal reasons that require my full attention at this time.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. Working here has been a truly valuable experience, and I deeply appreciate the trust, guidance, and encouragement you and the team have provided throughout my tenure. I have learned a great deal and am thankful for the professional and personal growth I have achieved.

I am committed to making the transition as smooth as possible. Please let me know how I can assist in handing over my responsibilities or training a replacement.

Thank you once again for everything. I hope to maintain our professional relationship in the future, and I wish [Company Name] continued success.

Sincerely,
[Your Name]