

Formal Resignation Letter Sample for Personal Issues

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy 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 experiences I have gained during my time at [Company Name]. It has been a pleasure to work alongside such a talented and supportive team.

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

Thank you for your understanding and support. I hope to maintain our positive relationship in the future and wish the company continued success.

Sincerely,
[Your Name]