

Resignation Letter Sample with Thank You Note for Personal Reasons

[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 above]. This decision was not made lightly, but is necessary due to personal reasons that require my full attention.

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 both rewarding and inspiring, and I truly appreciate the chance to be part of such a talented team. I have learned and grown tremendously, both professionally and personally.

I will do my best to ensure a smooth transition over the coming weeks. Please let me know how I can assist in handing over my responsibilities or training my replacement.

Thank you again for everything. I value the experiences and relationships I've built here and hope to stay in touch. Wishing [Company Name] continued success in all its future endeavors.

Sincerely,
[Your Name]