

Professional Resignation Letter Template for Personal Commitments

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

[Recipient Name]
[Recipient Title/Position]
[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, typically two weeks from the date of this letter].

This decision was not made lightly, but is necessary due to personal commitments that require my full attention at this time. I am grateful for the valuable experiences and opportunities I have gained during my time at [Company Name]. Thank you for your guidance and support throughout my employment.

To ensure a smooth transition, I am happy to assist in training a replacement or to help in any way that will minimize disruption to the team and ongoing projects before my departure.

I appreciate your understanding, and I hope to stay in touch in the future. Please let me know how I can be of assistance during this transition period.

Thank you once again for the opportunities and support.

Sincerely,
[Your Name]