

Short Resignation Letter Template for Personal Reasons

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

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above]. This decision comes after careful consideration and is due to personal reasons.

I would like to express my sincere gratitude for the opportunities and support I have received during my time here. I appreciate the chance to work with you and the team.

Please let me know how I can help to ensure a smooth transition. Thank you for your understanding.

Sincerely,
[Your Name]