

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

[Date]

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

**Subject: Resignation Letter for Personal Reasons**

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 today].

This decision is due to personal reasons which require my full attention at this time. Please be assured that this was not an easy decision and it is in no way a reflection of my experience at [Company Name].

I would like to express my sincere gratitude for the opportunities and support I have received during my tenure here. I am especially thankful for [mention any positive experience or learning opportunity].

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities and assist with training my replacement during my notice period.

Thank you again for your understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]