

## Sample Formal Resignation Letter (Personal Reasons)

[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 above]. This decision has not been easy and is due to personal reasons that require my attention.

I would like to express my sincere gratitude for the opportunities, support, and valuable experiences I have gained during my time at [Company Name]. It has been a pleasure to work with you and be a part of the team.

Please let me know how I can assist with the transition to ensure a smooth handover of my responsibilities. I am committed to making this process as seamless as possible.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]