

Short Resignation Letter Sample for Personal Circumstances

This **short resignation letter sample for personal circumstances** provides a concise and respectful template for employees who need to leave their position due to personal reasons. It emphasizes brevity while maintaining professionalism, clearly stating the intention to resign, the effective date, and gratitude for the opportunities provided. This format helps individuals communicate their decision without unnecessary detail, ensuring a smooth transition and maintaining positive relationships with their employer.

Sample Letter

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from the date above].

Due to personal circumstances, I have decided to step down from my role. I am grateful for the opportunities and experiences I have gained during my time here, and I appreciate your understanding.

Please let me know how I can assist during the transition period. Thank you again for your support.

Sincerely,
[Your Name]