

Formal Resignation Letter Due to Personal Reasons (With Notice Period) - Sample

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company/Organization Name], effective [Last Working Day, typically two weeks or as per contract] in accordance with my [notice period, e.g., two weeks'] notice requirement.

This decision has not been easy and is due to personal reasons that require my full attention. Please rest assured that this was not taken lightly, and I have thoroughly considered the implications of my resignation.

During my notice period, I am committed to ensuring a smooth transition. I will complete any outstanding tasks and assist in training my replacement or transferring responsibilities as needed.

I would like to express my sincere gratitude for the opportunities for professional and personal development that you and the company have provided me during my tenure. I have enjoyed working at [Company/Organization Name] and appreciate the support of my colleagues.

Please let me know if there is anything further I can do to assist during the transition. I hope to leave on good terms and look forward to staying in touch.

Thank you for your understanding.

Sincerely,
[Your Name]