

Email Resignation Letter Format for Personal Reasons

Below is a professional template you can use to resign via email due to personal reasons:

Subject: Resignation of [Your Full Name]

Dear [Manager's 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 of the email].

Due to personal reasons, I have made the difficult decision to step down from my role. Please understand that this decision was not made lightly, and is necessary for me at this time.

I am committed to ensuring a smooth transition before my departure and am happy to assist in training my replacement or handing off my responsibilities as needed.

I am grateful for the opportunities and support I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I truly appreciate the experiences that have contributed to my professional growth.

Please let me know how I can help during this transition period. Thank you again for everything.

Sincerely,
[Your Name]

Tips:

- Customize the details in brackets.
- Keep the tone professional and concise.
- Mentioning "personal reasons" is sufficient; you do not need to provide specific details.