

# Resignation Letter Template – 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 was made due to personal reasons. I have enjoyed working at [Company Name] and appreciate the opportunities for professional and personal development that you have provided during my time here.

I will do my best to ensure a smooth transition over the coming [notice period] and am happy to assist in training my replacement. Thank you for your understanding and support.

Sincerely,

[Your Name]