

Formal Resignation Letter with Regret Due to Personal Reasons

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing this letter to formally tender my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. It is with deep regret that I have made this decision, which is due to unforeseen personal circumstances that require my immediate and full attention.

Please accept my sincere apologies for any inconvenience my departure may cause. I have greatly valued my time at [Company Name] and am profoundly grateful for the opportunities, support, and encouragement I have received during my tenure. Working with you and the team has been both an honor and a privilege, and I have learned a great deal in this role.

To ensure a smooth transition, I am more than willing to assist in training my replacement or to help in any way possible during my notice period. Please let me know how I can be of service during this transition.

Thank you once again for your understanding, guidance, and support. I sincerely hope to stay in touch and wish [Company Name] continued success in the future.

Yours sincerely,

[Your Name]