

## Professional Resignation Letter for Personal Reasons (Positive Tone)

[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 not made lightly and is due to personal reasons that require my attention outside of work.

I want to express my deepest gratitude for the opportunities, support, and encouragement I have received during my time at [Company Name]. Working alongside such a talented team and contributing to the company's growth has been a genuinely rewarding experience. I am especially thankful for [specific project, training, mentorship, or positive aspect], which has contributed greatly to my professional and personal development.

I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and train my replacement if needed. Please let me know how I can assist during this period.

Thank you once again for your understanding and support. I look forward to staying in touch and hope that our paths cross again in the future. I am always happy to provide any assistance or insight if required.

Wishing [Company Name] continued success.

Sincerely,  
[Your Name]