

Resignation Letter Format for Personal Reasons with Notice Period

A well-structured **resignation letter format for personal reasons with notice period** clearly communicates an employee's intent to leave their position while providing the necessary notice to ensure a smooth transition. This format typically includes a polite opening, a straightforward statement of resignation mentioning the personal reasons, the specified notice period as per company policy or employment contract, and an expression of gratitude for the opportunities received. Including the exact last working day and offering assistance during the handover process reflects professionalism and maintains positive relations with the employer.

Sample Resignation Letter

Date: [Date]

To,
[Manager's Name]
[Manager's Designation]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., 30 days from today], as per my notice period obligation. This decision is due to personal reasons that require my attention and focus.

I appreciate all the opportunities, support, and guidance provided to me during my tenure here. Working with you and the team has been a valuable experience, and I am grateful for the learning and growth I have achieved at [Company Name].

Please let me know how I can assist in ensuring a smooth transition and handover of my responsibilities during my notice period. I am committed to making the process as seamless as possible.

Thank you once again for your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]