

## Resignation Letter for Personal Reasons (Two Weeks Notice)

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Their Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today. My last working day will be [Last Working Day, typically two weeks from the date above].

This decision was not easy and comes after careful consideration of my personal circumstances. While I am grateful for the support, guidance, and opportunities for professional and personal growth during my time here, I believe it is necessary to step away at this time.

I will do everything possible during my notice period to ensure a smooth transition and to complete outstanding tasks. Please let me know how I can assist in handing over my responsibilities.

Thank you again for the opportunity to be a part of [Company Name]. I am truly appreciative of the experiences I have gained here, and I wish the company continued success.

Sincerely,  
[Your Name]