

Resignation Letter for Personal Reasons

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Resignation Due to Personal Reasons

Dear [Your Boss's Name],

I am writing to formally resign from my position at [Company Name], effective [Date, typically two weeks from today]. After careful consideration, I have decided to step down due to personal reasons.

I have enjoyed working at [Company Name] and am thankful for the support and opportunities provided to me during my tenure. Working under your leadership has been a rewarding experience, and I have learned a great deal that will serve me well in my career.

Please let me know how I can help during the transition. I am eager to ensure that my departure is as smooth as possible.

Thank you again for your understanding and support. I hope to keep in touch moving forward.

Warm regards,

[Your Signature]

[Your Printed Name]