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]**