
Sample Resignation Letter with Reason

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my resignation from **[Company Name]**, effective [Last Working Day, typically two weeks from the date of the letter]. After much consideration, I have decided to leave my position due to **[Your Reason for Leaving: personal reasons, a new job opportunity, relocation, career change, etc.]**.

This decision was not easy and took a lot of contemplation. [Optional: Elaborate on your reason if you feel comfortable and it's professional. For example, "I have been offered a position that not only aligns more closely with my career goals but also offers me the chance to grow and develop in my area of interest." or "Due to personal reasons, specifically **[a family commitment or a relocation]**, I find it necessary to step down from my current role."]

I want to express my sincere gratitude for the opportunity to work at **[Company Name]**. I have greatly appreciated the professional development and growth opportunities that I have been provided here. I have enjoyed working with the team and contributing to the company's goals and successes.

During my remaining time, I am committed to ensuring a smooth transition. I will complete all outstanding work and am willing to assist in any way to hand over my responsibilities. I am also available to help train my replacement or pass on my knowledge to the team to ensure continuity.

Please let me know how I can assist further during this transition period. I wish **[Company Name]** and all my colleagues the best, and I look forward to staying in touch.

Thank you again for the opportunity to be a part of **[Company Name]**. It has been a truly valuable and memorable experience.

Sincerely,

[Your Name]