**Resignation Letter for Personal Reasons**

**[Your Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Today’s Date]**

**[Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Manager’s Name],**

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. This has been a difficult decision to make, but due to personal reasons, I believe it is in my best interest to step down.

I want to assure you that my decision is not a reflection of the job, the company, or my colleagues, all of whom I have great respect for. I am very grateful for the opportunities I have been given at [Company Name], and I have enjoyed being part of such an innovative and supportive team.

I am committed to making my departure as smooth as possible and will do everything I can to ensure a seamless transition. I am willing to assist in training my replacement or in completing any outstanding projects to the best of my abilities.

Thank you for your understanding and for the opportunity to be a part of [Company Name]. I hope to keep in touch in the future.

**Sincerely,  
[Your Name]**