

# 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.

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**Sincerely,**

**[Your Name]**