



## Resignation Letter - Explaining Personal Reasons:

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a heavy heart that I submit my resignation from my position as [Your Current Job Title] at [Company Name]. My last day of employment will be [Last Working Day].

I have thoroughly enjoyed my time at [Company Name] and value the experiences I have gained here. However, due to personal circumstances beyond my control, I must make this difficult decision to focus on my family/health/education.

I am committed to assisting with a smooth transition and will work diligently to ensure that my responsibilities are transitioned seamlessly.

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]