

# Resignation Letter Due to Personal Reasons

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Employer's Name]  
[Employer's Address]  
[City, State ZIP Code]

Dear [Employer's Name],

Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date].

I regret to inform you that I am resigning due to personal reasons. While it was a difficult decision to make, it is the best course of action for me at this time. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here.

I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

[Your Name]

# Writing For A Reason

**Karin Nielsen-Saines**



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