

Sample Personal Reason Resignation Letters

Below are three sample personal reason resignation letters that you can use as a reference when writing your letter:

Sample 1:

Dear [Name],

I am writing to inform you of my intention to resign from my position as [Position] with [Company], effective [Date].

I have enjoyed my time at [Company] and appreciate the opportunities I have been given.

I am leaving due to personal reasons, and I am grateful for the support I have received throughout my tenure.

I am willing to assist in the transition process and can be contacted at [Phone Number] or [Email].

I appreciate your understanding.

Sincerely,

[Your Name]

Sample 2:

Dear [Name],

This letter serves as formal notification of my intention to resign from my position as [Position] with [Company], effective [Date].

I have enjoyed my time at [Company] and am grateful for the experience it has given me.

I am resigning for personal reasons, and I would like to thank you for your support and guidance throughout my tenure.

I am willing to assist in the transition process and can be contacted at [Phone Number] or [Email].

I appreciate your understanding.

Sincerely,

[Your Name]

Sample 3

Dear Manager,

Please accept this letter as my formal resignation from the company. I would like to thank you for the opportunities that you have provided me over the years, and I wish the best for everyone at the company in the future.

I am available to help with the transition process in any way that I can.

Thank you again for everything,

[Your name]