

Resignation Letter Due To Marriage

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mix of emotions that I am writing to formally tender my resignation from my position as [Your Position Title] at [Company Name]. My last day of work will be [Last Working Day], which will provide ample time for a smooth transition of my responsibilities.

The reason for my resignation is a significant personal milestone—I am getting married! This joyous occasion calls for changes in my life, and after careful consideration, I have decided to prioritize my family and personal commitments.

I am truly grateful for the invaluable experiences, professional growth, and camaraderie I have gained during my tenure at [Company Name]. The support and mentorship from my colleagues and superiors have contributed greatly to my professional development, and I am sincerely appreciative of the opportunities I have been given.

During the notice period, I am committed to ensuring a seamless handover of my ongoing projects and tasks. I am more than willing to assist in training and supporting my successor to help them get acquainted with the role and responsibilities.

I take pride in the relationships I have built here, and I am confident that the strong bond among the

team members will continue even after my departure. I am grateful for your understanding of my decision, and I am open to providing support even after leaving the company, should the need arise. Please let me know if there are any specific procedures I need to follow during the notice period. Additionally, kindly inform me of any exit formalities or paperwork that requires my attention. Thank you once again for the wonderful opportunity to be a part of [Company Name]. I wish the team continued success and growth in all their endeavors.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] if there's anything I can assist with during this transition period or afterward.

Warm regards,

[Your Name]