

Resignation Due to Personal Reasons

Subject: Resignation

Dear [Manager's Name],

I am writing to formally resign from my role as [Your Position] at [Company Name], effective [Last Working Day]. This decision comes due to personal reasons that require my full attention.

I am grateful for the support and professional growth I have experienced here. I will ensure all my responsibilities are handed over properly before my departure.

Sincerely,

[Your Name]

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