

Personal reasons resignation letter template

Subject: Resignation Notice

Dear [Manager's Name],

I am resigning from my role as [Your Position] at [Company Name], effective one month from today, [Last Working Day], due to personal reasons that require my full attention.

I am grateful for all the support, knowledge, and opportunities I have received and will assist with a smooth handover during my notice period.

Sincerely,

[Your Name]

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