

# Sample Resignation Letter With Reason

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Job Title] at [Company/Organization Name]. My last working day will be [Last Working Day], providing the standard notice period of [Notice Period] as per the company's policies.

After careful consideration, I have decided to resign from my current role due to personal reasons that require my full attention and focus. I am grateful for the opportunities and experiences I have had during my tenure at [Company/Organization Name], and I have learned a great deal from my colleagues and the projects we've worked on together.

I want to express my sincere appreciation for the support, mentorship, and camaraderie I have received from the entire team. The knowledge and skills I have gained here will undoubtedly prove valuable in my future endeavors.

I am committed to ensuring a smooth transition during my notice period. I am willing to assist in any way I can to hand over my responsibilities and help train my successor if necessary.

Please let me know how I can be of help during this transition period. I want to ensure that the team can continue its progress and success without any disruptions.

I will cherish the memories of my time at [Company/Organization Name], and I hope our paths may cross again in the future. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information or assistance after my departure.

Once again, thank you for the wonderful experience and understanding. I wish the company continued growth and success in the years to come.

Sincerely,

[Your Name]