

Personal Reasons Letter

Dear [Manager's Name],

I am resigning from my position as [Job Title] at [Company Name], effective [Last Working Day], due to personal reasons.

I am grateful for the opportunities and support I received during my time here. I will assist in ensuring a smooth transition.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/simple-resignation-letter-format>