**Resignation Letter Due to Personal Reasons:**

(insert your name)

(insert your address)

(insert your contact details)

(insert employer name)

(insert company details)

(enter date that letter was written)

Dear Mr/Mrs/Miss/Ms/Dr (employer´s name),

Please accept this letter as my formal resignation as a (enter job title) at (enter company name), effective from (enter date). Due to personal reasons, it has become necessary for me to vacate my position here and focus instead on (giving reason is optional).

I regret any inconvenience that this will cause for you, my colleagues, or (company name) and I wish to offer my help in order to make the transition period run smoothly.

Although I have chosen to leave (company name), I am grateful for all the opportunities I have been provided with here and for being able to work under your supervision has been a wonderful experience.

Over the next days/weeks I will aim to finish any outstanding projects or delegate any further work amongst my colleagues. I hope that we can continue to be in touch as business colleagues and I wish you and everyone at (company name) success for the future.

Yours sincerely,

(hand printed signature for letter)

(insert full name)

(insert job position)