

Sample Notice of Resignation Letter Form

This **sample notice of resignation letter form** provides a clear and professional template for employees resigning due to personal reasons. It helps ensure that the resignation is communicated respectfully while maintaining a positive relationship with the employer. Using this form can simplify the resignation process and serve as a formal record.

Resignation Letter Template (Personal Reasons)

Date:

MM/DD/YYYY

Employer's Name:

e.g., Mr. John Doe

Company Name:

Company Name

Company Address:

Company Address

Salutation:

Dear [Mr./Ms. Lastname]

Body of Letter:

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from date above]. This decision was made due to personal reasons, and was not easy for me. I want to express my appreciation for the opportunities, guidance, and support I have received during my time with the company. I will do my best to ensure a smooth handover of my responsibilities. Please let me know how I can assist during this transition period.

Closing:

Sincerely,

Signature:

Your Name

Quick Copy-Paste Sample

[Date]
[Employer's Name]
[Company Name]
[Company Address]
Dear [Employer's Name],
I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., two weeks from today]. This decision has not been easy, but is necessary for personal reasons. I am grateful for the opportunities and support I have received during my time here. I will do everything possible to ensure a smooth transition and assist in handing over my responsibilities.
Thank you for your understanding.
Sincerely,
[Your Name]