

RESIGNATION LETTER FOR PERSONAL REASONS

Recipient Name / Title:

Company Name:

Company Address:

Dear [Recipient Name],

I am writing to formally announce my resignation from my position at the company, effective two weeks from the date of this letter. This decision is based solely on personal reasons and does not reflect any dissatisfaction with the company or its management.

I appreciate the opportunities I have been given during my time here and am grateful for the support and guidance provided by my colleagues and supervisors. I have learned a great deal and have enjoyed being a part of the team.

I am committed to ensuring a smooth transition during my remaining time. I am willing to assist in training my replacement and will complete any outstanding projects to the best of my ability.

Please let me know how I can be of assistance during this period. Thank you again for the opportunity to be part of the company, and I wish the organization continued success.

Sincerely,

Your Full Name

Your Position / Title:

Contact Information:

This resignation letter is submitted voluntarily and is intended to be a legally binding notice of resignation. It complies with the applicable laws of the United States and the terms and conditions of my employment agreement.

Employee Signature

Date:

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