

Resignation letter for personal reasons

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation from the position of [Designation]

Dear [Manager's name],

Please accept this letter as my formal resignation from the position of [Designation] at [Company name]. Due to personal reasons, I have decided to step away from my role, and I appreciate your understanding in this matter.

As per my appointment letter, I will serve my notice period, and my last working day will be [Last working day]. During this time, I will make sure that all my pending work is completed or clearly handed over, that files and access details are shared with the right people, and that the transition is as smooth as possible for the team.

I would like to thank you for the support and understanding you have shown me during my time here. I have learnt a lot from this role and from the people around me.

Kindly let me know the next steps for the exit process, full and final settlement and the issue of my relieving letter.

With best wishes,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - [Your name]

Dear [Manager's name],

I am writing to inform you that I have decided to resign from my role as [Designation] for personal reasons. My last working day, in line with my notice period, will be [Last working day].

I will make sure my work is handed over properly before I leave, and I am happy to help with any documentation or training the team needs.

Thank you for everything you have done for me here. I have enjoyed working with you and I appreciate your guidance over this period. I would be glad to stay in touch, and I wish you and the team continued success.

I have copied HR so that the exit process can begin.

Kind regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Resignation with request for early relieving

Dear [Manager's name],

I am resigning from my position as [Designation] at [Company name] due to personal circumstances that need my full attention at this time.

My notice period as per company policy would end on [Last working day]. Given the situation, I request you to consider relieving me earlier, on [Requested relieving date], if the team's workload allows it. I will complete a detailed handover before then, share all my working files and remain available on email for any questions after I leave. I am also willing to adjust my leave balance or pay notice pay for the shortfall, as per policy.

I would prefer to keep the reasons private, and I hope you will understand. I am thankful for the support I have received here and am sorry for any inconvenience this may cause.

Please guide me on the exit formalities and relieving letter.

Sincerely,

[Your name]

[Designation]