**RESIGNATION LETTER DUE TO PERSONAL REASON**

Address

City, State, Zip Code

Dear Name of Immediate Supervisor:

**Subject:** Resignation from the position of Administrative Assistant

I hereby officially tender my resignation from the position of an administrative assistant with effect from October 16th, 20XX. My resignation today gives you a one week window to come to terms with it and make appropriate arrangements for my departure altogether.

Working for your organization for the last 4 years has enriched my experience, opened a world of opportunities for me, and made me better positioned to take on more challenging roles in the future. Indeed, I will miss the warmth and interactions I have had with you all along.

My reason for leaving is that my husband has relocated to another state. I would not wish that my family splits up as this might give rise to infidelity and poorly cared for children. Between now and when I finally leave the company, I will report for work as usual. Thereafter, I may be available for consultations and follow-ups.

I wish you all the best in your endeavors. I am indeed grateful for the kind of support, warmth, and love you bestowed upon me throughout my stint here.

Kindly draw to my attention what ways I may be useful to you in the transition period.

Sincerely,

Employee Signature