**RESIGNATION LETTER DUE TO PERSONAL REASON**

***Subject Line: Resignation – Michaela Cummings***

Dear Mark,

I want to advise you that I will be resigning for personal reasons, effective September 24, 20XX.

I very much appreciate the support and guidance you have provided me during my time with ABC company. My time working with the company has been a valuable part of my career, and I am grateful for the opportunities provided to me during my tenure here.

If there’s anything at all I can do to help with the transition, please let me know. I’ll also be available by phone and email if I can be of assistance.

Sincerely,

Michaela  
Email  
Phone