Your Name

Your Address

Your City, State, ZIP Code

Your Phone Number

Your Email

Date of Submission

Name of Immediate Supervisor

Title

Organization

Address

City, State, ZIP Code

Dear [Name of Addressee];

I am sorry to inform you that due to personal reasons, I will be resigning from my post as [position] at [Name of Company].

Please do know that this is not a decision I’ve taken lightly. I am very thankful for the guidance, support, and opportunities that the company has given me. However, I believe that it is in my best interest to vacate my post in the company, for reasons that I wish not to disclose.

It is with regret that I ask you to accept this resignation letter. My last day at work will be on [date]. Please inform me if there is anything I can do to make this transition easier for my team and the company as a whole.

Thank you for your understanding and I wish you all the best.

Sincerely,

[Your Name and Signature]