**LETTER TEMPLATE
RESIGNATION LETTER DUE TO PERSONAL REASON**

**[Date]**

**[Employer's name and title
Name of company
Company address, city, state ZIP code]**

Dear **[employer or HR representative]:**

I regret to inform you that I will be leaving **[company name]** in two weeks' time. Due to unforeseen personal issues, I am unable to continue to carry out the responsibilities of my role and I feel it is in the company's best interest that I vacate the position. My last day will be **[date of final working day].**

This was not an easy decision and I do hope that my departure will not cause you or **[company]** any hardship or inconvenience. Please feel free to reach out to me if I can assist with finding a replacement or do anything else to make the transition as smooth as possible for everyone.

Thank you for the opportunity to contribute to your team and for your understanding. I've enjoyed working for **[company]** and I cherish my time here. I hope that we will be able to stay in touch. I look forward to seeing how **[company]** grows in the future.

Sincerely,

Your signature **(hard copy only)**