**RESIGNATION LETTER DUE TO PERSONAL REASON**

Respected Sir/Mam,

It has been a pleasure for me to work in an organization growing rapidly and has been topping the charts for the best place to work by LinkedIn for the last 3 years.

I would like to bring to your notice that I will be resigning from my post as Content Writer with immediate effect. This decision is taken by keeping in mind the personal problems that I have, and they need immediate attention.

In my tenure of 4 years. I have got very challenging opportunities that helped me hone my skills and made me a better professional. I learned not only client dealing but also understood how diplomatic relations work, and I will be thankful for this forever.

I would request you to start my exit process as soon as possible as I plan to serve the notice period for 2 weeks and then sign off.

Regards

Full Name