**Resignation letter with a reason template**

Dear [Supervisor's name],

I am writing to inform you of my resignation from the position of [job title] at [company]. My last day will be [date]. I regret that I have to leave [company], but I feel that this is the best choice for my current situation. I am resigning because [reason for leaving]. This has come about due to [details about your situation].

I am grateful for the opportunities that I have enjoyed with the company. I feel that my [skill type] skills have greatly improved due to my time here, and I have fond memories of [project or occasion]. I am happy to assist with the transition in any way that I can. Please let me know if you need assistance hiring or training my replacement.

I hope to maintain a future relationship with [company] and wish you all the best going forward.

Sincerely,

[Your name]