

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email Address]
[Today's Date][Employer Name]
[Employer Title]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer Name],

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Date of Resignation]. It is with a heavy heart that I must take this step, as I have truly enjoyed working with you and the rest of the team.

Unfortunately, due to unforeseen personal circumstances, I am no longer able to continue in this role. As much as I would like to stay and continue contributing to the company's success, I must prioritize my personal well-being and take the necessary steps to address these issues.

I want to express my sincere gratitude for the support, encouragement, and opportunities that you and the company have provided me during my tenure here. I have learned a great deal from working with such a talented and dedicated team, and I am grateful for the experience.

I understand that my resignation may cause some inconvenience for the company, and I will do everything in my power to ensure a smooth and efficient transition. I am committed to completing all outstanding tasks and projects before my departure, and I am open to discussing any additional steps that need to be taken to ensure a successful handover.

Please let me know if there is anything else I can do to facilitate the transition process. Once again, thank you for the opportunity to be a part of the [Company Name] team. I wish the company continued success and growth in the future.

Sincerely,

[Your Name]

[Your signature]

[Your phone and email]