



Dear [Supervisor/Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company/Organization Name], effective [last working day, typically two to four weeks from the date of the letter]. This decision has been carefully considered and is based on personal reasons that I must prioritize at this time.

During my tenure at [Company/Organization Name], I have had the privilege of working with talented colleagues and contributing to the success of various projects. I am grateful for the opportunities for growth and development that I have experienced here.

However, after much reflection, I have determined that it is necessary for me to take a step back from my current professional commitments to focus on personal matters that require my immediate attention. While this decision was not made lightly, I believe it is in the best interest of both myself and the organisation.

I want to express my sincere appreciation for the support and mentorship I have received from you and the rest of the team. I am committed to ensuring a smooth transition during my remaining time here and am willing to assist in any way I can to facilitate the handover process.

Thank you for your understanding and support during this time of transition. I am grateful for the opportunities I have had at [Company/Organization Name] and will always look back fondly on my time here.

Sincerely,

[Your Name]

[Your Job Title]