

[Your name]  
[Your address]  
[Your relevant contact information]



[Date]

[Name of your manager/supervisor and their position  
Name of the organisation  
Their relevant contact information]

Dear [manager or supervisor's name],

This letter is to formally notify you of my resignation from my role as [role title] at [name of organisation]. Due to personal reasons that are outside of my control, I have decided to step down from my position. My last working day will be [date of last working day].

While I appreciate that this is not an ideal situation for the organisation, I will do my best to ensure that the transition is a smooth one and I am happy to assist with finding and training my replacement. Additionally, I intend to make sure that I hand over all my duties and responsibilities effectively.

I have considered this matter very carefully and personally feel that this is the right thing to do at this time. I want to thank [name of the organisation] for all the opportunities and support over the years. I wish you all the best for the future.

Sincerely,  
[Your full name and signature if required]