**Resignation Letter for Personal Reasons**

Jane Smith

123 Elm Street

Oakville, CA 56789

555-555-5555

jane.smith@email.com

September 25, 2023

Mr. David Williams

HR Manager

Tech Solutions Inc.

789 Innovation Avenue

Tech City, CA 12345

Dear Mr. Williams,

Please accept this letter as my formal resignation from my role as Senior Marketing Analyst as of October 10, 2023. Due to personal issues, I am no longer able to continue my job responsibilities, and I believe it is in the best interest of both the company and myself that I vacate my position.

My last day will be October 10, 2023.

I want to express my gratitude for the knowledge I’ve gained and the skills I have been able to develop in this role. It would not have been possible without your mentorship. I am thankful for the time I have spent working with every member of our team and the opportunity to develop great professional relationships here.

To ease the transition after my departure, I intend to complete all assigned work before my final day and leave thorough instructions for my replacement. I am happy to assist with any training during my last two weeks. If you have additional questions after my departure date, please feel free to contact me on my cell (555-555-5555) or by email at jane.smith@email.com.

Sincerely,

[Your Signature]

Jane Smith