
Resignation Letter For Personal Reasons

Michael Anderson

789 Oak Street

Riverdale, NY 10471

michaelanderson@example.com

(555) 321-6547

July 9, 2024

Laura Wilson

Human Resources Manager

Innovative Tech Ltd.

123 Maple Avenue

Riverdale, NY 10471

Dear Laura,

I am writing to inform you of my decision to resign from my position as Senior Marketing Specialist at Innovative Tech Ltd., effective July 23, 2024. This decision has been driven by personal reasons, and it is one that I have not taken lightly.

I have greatly enjoyed my time at Innovative Tech Ltd. and am truly grateful for the opportunities for professional and personal development that the company has provided me. The support, guidance, and encouragement I have received from you and the entire team have been invaluable.

Please let me know how I can assist in making this transition as smooth as possible. I am happy to help train a replacement or ensure that my current projects are completed before my departure.

I want to thank you and the entire team for the support and understanding during this time. I hope to stay in touch and wish everyone at Innovative Tech Ltd. continued success.

Sincerely,

Michael Anderson