

Company Resignation Letter For Personal Reason

Jane Doe
Senior Graphic Designer
Creative Solutions Inc.
May 10, 2024

Dear **Mr. John Smith**,

I am writing to formally resign from my position at **Creative Solutions Inc.**, effective **May 24, 2024**. After careful consideration, I have decided to leave due to personal reasons that require my full attention.

I want to express my gratitude for the opportunities and support I have received during my time at **Creative Solutions Inc.**. It has been a privilege to work with such a dedicated team, and I have learned a great deal that will undoubtedly benefit my future endeavors.

Please let me know how I can help during the transition period. I am willing to assist in training my replacement and ensuring that all my duties are covered to minimize any disruption.

Thank you again for your understanding and support during this time. I look forward to staying in touch and wish **Creative Solutions Inc.** continued success.

Sincerely,

Jane Doe
Senior Graphic Designer
jane.doe@email.com