

Resignation Letter Due to Personal Reasons

Subject: Resignation from Position of Marketing Manager Effective June 15, 2024

Dear Ms. Smith,

I am writing to formally resign from my position as Marketing Manager at Creative Solutions, effective June 15, 2024. After careful consideration, I have decided to step down due to personal reasons that require my full attention.

I deeply appreciate the opportunities for professional and personal development that I have been given during my tenure at Creative Solutions. I have enjoyed working for the company and value the support provided by you and my colleagues.

I will do my utmost to ensure a smooth transition and to hand over my responsibilities effectively. Please let me know how I can assist during this period. I hope to leave on a positive note and wish the company continued success.

Thank you for your understanding and support during this time.

Sincerely,

Jane Doe