[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a heavy heart that I write to inform you of my resignation from my position as **[Your Job Title]** at **[Company Name].** The decision comes as a result of personal reasons that require my immediate attention and focus.

I have cherished my time at **[Company Name]** and am grateful for the support and opportunities provided during my tenure. Please consider **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023],** as my last day of work.

I am committed to ensuring a smooth handover process and am available to assist in any way during this transition.

Thank you for your understanding and support.

Sincerely,

[Your Name]