

SAMPLE RESIGNATION LETTER FOR PERSONAL REASON

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Introduction

An employee can resign from a job due to various reasons. It is better to inform the management the reason for resignation. In case the employee wants to come back for any reason, the company will not hesitate to take up.

Sample Resignation Letter for Personal Reason Tips

The following tips will help you to write a sample resignation letter for personal reason:

- As a request is being made, the tone of the letter should be polite.
- The language should be easy to understand and simple.
- The content of the letter should be precise, short and straightforward.

Sample Sample Resignation Letter for Personal Reason

To

The Head of the Department,

General Insurance Company,

Station Road,

Chennai

1st October, 2013

Dear Sir,

This letter is to inform you with regret that I am submitting my resignation from the post of administrative assistant with effect from 1st November, 2013.

I am getting married on 15th November, 2013 to Mr.Pavan kumar of Bangalore. I decided to resign and join my husband's family after marriage.

It has been a rewarding experience for me all these years in the office. under your supervision and guidance I gained a lot and learnt to face new challenges.

My decision to resign from the job is not an easy one. I have considered various options and finally decided to quit.

I am thankful to all the colleagues who were supportive of me all through this tenure.

Please accept this resignation and inform the HR department to settle all my dues.

Looking forward to hear from you,

Thanking you,

Vijaya Sharma

Sample Resignation Letter for Personal Reason Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is to inform you that I am resigning from the post of _____ (mention post) with effect from _____ (mention date). I am finding it difficult to cope with family and work due to personal reasons.

I had a very rewarding experience in the organization all these years. Under your supervision I learnt how to face new challenges in the job. I really feel very sad to leave my job and all of you.

It is a tough decision for me to resign and I hope it will benefit my family. Please accept my resignation and inform the HR department to settle all my dues.

Looking forward to hear from you,

Yours Sincerely,

_____ (Your name)

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