To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Resignation Letter for Personal Reasons**

Dear Mr. / Mrs. [name of the Recipient],

The purpose of writing this letter is to officially resign from my job of [mention Job Title/Position], effective [mention Date], that will be my final day at work.

I regret to inform you about this decision of mine but I had to take this decision due to some personal family problems. Being a mother of two small kids, I would now like to stay at home and focus on my kids.

However, I would like to thank you for providing me with the great opportunities to improve my skills and to enhance my professionalism. It was truly an amazing experience working here and I will miss my colleagues and my job very much.

Please make sure to contact me if any assistance or help is required from me during this transition period. It will be my pleasure to help in any possible way.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]