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Dear Sir;

I officially tend my resignation to my official position as (position) in this good office to be effective on (date) due to some personal circumstances.

It is such an honor to me becoming part of this company as I have learned a lot on my stay here however there are personal matters that affects me and that also affects my efficiency as your employee. I don’t want to suffer the company because of my personal problems and I know it’s hard for you as my dedicated employer to accept my resignation but I just hope that everything will fall into its right places. I know that this is the right time for me to resign and analyze my entire career. I am going to pick up myself and start all over again and wish everything but your company’s success.

I am hoping that this will merit your preferential attention.

Thank you

Name and signature of the Employee