

Resignation Email for Personal Reasons

Dear Sir/Madam,

I am writing this email to inform you that I am resigning from my position here as Sales Manager. I will not be able to continue the job due to some personal reasons. My last day at the job would be **September 25**.

I would like to thank you for all the opportunities. I have learned a lot from this company and my fellow colleagues. I would especially like to express my gratitude to you, as you had been an amazing mentor.

Let me know if I can train the new employee. You can always reach me at **555-555-555**.

Yours Sincerely,

ABC