

Resignation Email for Personal Reasons

To- [Concerned Email ID]

Subject: Resignation from the post of Finance Manager due to a personal family matter.

Dear Sir,

With a heavy heart, I want to inform you that I would like to resign from the post of Finance Manager, a post which I held for the past 3 years. I enjoyed a lot working in this organization as it instilled the core corporate values in me. This decision has been taken by me after giving much thought to it and after assessing the current situation. The tense situation in my household led to these decisions and I am sure that you will consider it. I am sending this email by abiding by the employment agreement which requires me to send this email within the 2-week notice period. Please let me know if I can be of any help to you in passing on my assignments to my successor and train him for the role.

Thank You.

Yours sincerely,
[Your Details]

