

One Month Notice Resignation Letter Sample (Personal Reasons)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective one month from today, on [Last Working Day, e.g., July 26, 2024]. Due to personal reasons, I have decided that it is in my best interest to step down from my role at this time.

I want to sincerely thank you and the entire team at [Company Name] for the opportunity to work here. I am grateful for the valuable experiences, support, and encouragement provided to me during my tenure.

Over the next month, I am committed to ensuring a smooth transition. Please let me know how I can assist in transferring my responsibilities or training a replacement.

Thank you again for the understanding and support. I wish [Company Name] continued success.

Sincerely,
[Your Name]