

Simple Resignation Letter Sample for Personal Reasons (One Month Notice)

This **simple resignation letter sample for personal reasons one month notice** provides a clear and professional template to formally inform your employer about your decision to resign. It emphasizes a respectful tone, stating your intention to leave the position while offering a one month notice period to ensure a smooth transition. This sample is ideal for employees who wish to maintain positive relationships and fulfill their responsibilities during the notice period.

Sample Resignation Letter

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

[Recipient Name]
[Their Position, if known]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective one month from today, on [Last Working Day, typically one month from date above]. This decision was made due to personal reasons, and was not an easy choice.

I am grateful for the opportunities and experiences I have gained during my time here. I appreciate the support and guidance provided by you and my colleagues.

During the next month, I am committed to ensuring a smooth transition. I am happy to assist in training a replacement and will do my best to complete all outstanding tasks.

Thank you again for the opportunity to be a part of [Company Name]. I hope we can stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]