

Formal Resignation Letter with One Month Notice Period

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective one month from today. As per the required notice period, my last working day will be [Last Working Day, e.g., July 22, 2024].

I appreciate the opportunities for professional and personal growth I have received during my tenure at [Company Name]. I am grateful for the support and guidance provided by you and my colleagues. It has been a pleasure to work with the team and contribute to the organization's goals.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the organization continued success.

Sincerely,
[Your Name]