

## Sample Resignation Letter with One Month Notice Period

**Date:** [Your Date]

**To,**  
[Manager's Name]  
[Designation]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective one month from today. My last working day will be [Last Working Day, one month from resignation date].

This decision was not made lightly and comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities and experiences I have gained during my time at [Company Name]. I appreciate the support, guidance, and encouragement provided by you and the entire team.

I am committed to completing my duties during the notice period and ensuring a smooth transition. Please let me know how I can help in handing over my responsibilities or training a replacement.

Thank you once again for the invaluable experience and support. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]