

Formal Resignation Letter with 30 Days Notice Period

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

[Recipient Name]
[Recipient Title/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 30 days from today. As per the terms of my employment contract, my final working day will be [Last Working Day, e.g., July 31, 2024].

I would like to express my sincere gratitude for the opportunities and support that I have received during my tenure with [Company Name]. Working with you and the entire team has been a valuable and enriching experience, and I am thankful for the professional and personal growth I have achieved here.

During the notice period, I am committed to ensuring a smooth transition. I am happy to assist in handing over my responsibilities, training my replacement, or providing any necessary documentation to facilitate the process.

Thank you once again for your guidance and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]