

Sample Resignation Letter with 30 Days Notice Period

A **sample resignation letter with 30 days notice period** serves as a professional template for employees intending to formally resign from their position while providing the standard one-month notice to their employer. This letter clearly states the employee's intention to leave, the last working day, and expresses gratitude for the opportunities received during the tenure. It helps maintain positive relationships and ensures a smooth transition by allowing sufficient time for the employer to find a replacement or delegate responsibilities.

Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Designation/Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective 30 days from today. My last working day will be [Last Working Day, e.g., 30 days from today's date].

I appreciate the opportunities and learning experiences I have gained during my time at [Company Name]. Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for all the support and guidance. I wish the company continued growth and success.

Sincerely,

[Your Name]