

Simple Formal Resignation Letter with One Month Notice Period

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

[Recipient Name]
[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 my notice period, my last 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 I have received during my tenure at [Company Name]. It has been a pleasure working with you and the team.

Over the next month, I will do my best to ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for your guidance and support. I wish the company continued success in the future.

Sincerely,
[Your Name]