

Resignation Letter Sample (One Month 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 Job Title] at [Company Name], effective one month from today, with my last working day being [Last Working Day, e.g., July 21, 2024].

This decision was not made lightly, as I have greatly appreciated the opportunities for professional growth and development during my time with the company. I am grateful for your guidance and support, and for the valuable experiences I have gained as part of the [Company Name] team.

During the notice period, I am committed to ensuring a smooth transition. I am happy to assist in training a replacement, completing outstanding tasks, and providing any necessary documentation to facilitate a seamless handover.

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

Sincerely,
[Your Name]