

Sample Formal Resignation Letter (30 Days Notice Period)

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective 30 days from today, with my last working day being [Last Working Day, 30 Days from Date Above].

I have enjoyed my time at [Company Name] and am sincerely grateful for the opportunities for personal and professional growth during my tenure. I appreciate the support, guidance, and encouragement provided to me by you and my colleagues.

During the next 30 days, I am committed to ensuring a smooth transition. I will do my best to complete my outstanding tasks, assist in the handover of my responsibilities, and help train my replacement if required. Please let me know how I can be of assistance during this period.

Thank you once again for the valuable experiences I have gained at [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,
[Your Name]