
1 Month Notice Resignation Letter with Notice Period

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am tendering my resignation from my role as [Your Position], and as per the terms of my employment contract, I am providing a one-month notice. This places my final working day on [Your Last Working Day, e.g., September 30, 2023].

I am committed to working diligently throughout this notice period, ensuring all tasks are completed and a smooth transition occurs. If any additional training or sessions are required for my successor, I am more than willing to facilitate.

Thank you for the experiences and the chance to be part of [Company's Name].

Best wishes,

[Your Name]