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# 30 Day Notice Formal Resignation Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I wish to formally resign from my role as [Your Position] at [Company Name]. As per my contractual obligations and out of professional courtesy, I am providing a 30-day notice. My last day will be [Date 30 days from today].

The time spent at [Company Name] has been transformative for my career. As I transition out, I pledge my full cooperation to ensure all ongoing projects are handed over seamlessly and any potential gaps are addressed.

Thank you for the trust and opportunities.

Warmly,

[Your Name]