
30 Day Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I wish to formally inform you of my resignation from [Your Position] at [Company's Name], effective 30 days from today, which culminates on [Your Last Working Day].

The journey at [Company's Name] has been filled with growth, challenges, and memorable moments. As I transition to a new phase in my career, I hold deep appreciation for the enriching experiences here.

Throughout the next 30 days, I am at the company's disposal to ensure that all my responsibilities are aptly managed, and the transition is smooth.

Thank you for your guidance, support, and the remarkable journey.

Warm regards,

[Your Name]