

---

# Email Resignation Letter Example with 1 Month Notice

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

I am writing to provide one month's notice of my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date, typically one month from the date of the email].

I want to express my sincere gratitude for the support and opportunities I've had during my tenure at [Company Name]. It has been a fulfilling experience.

During this notice period, I am dedicated to facilitating a seamless transition. I will collaborate with colleagues and provide assistance as needed.

Thank you for your understanding and cooperation. I look forward to ensuring a smooth handover.

Best regards,

[Your Full Name]

[Your Contact Information]

