
Employee One Month Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company's Name]

Dear [Manager's Name],

It is with a heavy heart that I formally resign from my position as [Your Position] at [Company's Name], effective one month from today, [Your Last Working Day].

Working under your leadership and being a part of this esteemed organization has been an enriching experience. I have grown immensely, tackled diverse challenges, and built cherished relationships.

While personal aspirations guide me towards a new direction, I am completely dedicated to fulfilling my duties and assisting in any way to ensure a seamless transition during this notice period.

I express my sincere gratitude for your mentorship and for all the learning opportunities provided by [Company's Name].

Sincerely,

[Your Name]