
Happy One Month Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Hello [Recipient's Name],

I hope this letter finds you in high spirits! I'm writing with a heart full of gratitude and a touch of sadness to inform you of my decision to bid farewell to [Company's Name]. My resignation will become effective one month from today, marking [Your Last Working Day] as my last.

The joy and learning I've amassed here are immeasurable. Every challenge faced was an opportunity, every team project a fond memory, and every coffee break a burst of laughter. While excited about my next adventure, I will deeply miss our collaborative spirit and camaraderie.

Rest assured, I am wholly committed to wrapping up my tasks and ensuring a seamless transition over the next month.

Here's to new beginnings, cherished memories, and a future where our paths cross again! Cheers!

Warmest regards,

[Your Name]