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# One Month Notice Resignation Letter for Personal Reasons

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from [Your Position] at [Company's Name], with my last day of employment being one month from today, [Your Last Working Day, e.g., September 30, 2023].

Due to personal reasons that require my full attention, I have made the difficult decision to step down from my position. I want to assure you that my decision is based on personal factors and in no way reflects any dissatisfaction with my job or the company.

During this transition period, I am committed to fulfilling my responsibilities and aiding in a seamless handover.

I am deeply thankful for the supportive work environment and the memorable experiences during my time here.

Warm regards,  
[Your Name]