
One Month Notice Resignation Letter for Work

[Your Name]

[Your Address]

[City, State, Zip Code]

Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with mixed emotions that I tender my resignation from [Your Position] at [Company's Name], effective one month from today's date, which will be [Your Last Working Day].

The time I've spent at [Company's Name] has been instrumental in shaping my professional journey. Each project, challenge, and milestone has offered me invaluable experiences, and I cherish the bonds I've built with my colleagues.

While I am excited about the next chapter in my career, I am equally determined to make my departure as seamless as possible. Over the next month, I will be devoted to wrapping up my responsibilities, assisting in the transition, and ensuring that the team is well-positioned for future successes.

Your guidance and the company's unwavering support have meant a lot to me. I remain deeply thankful for the opportunities I've had here and look forward to potentially collaborating in the future.

Warm regards,

[Your Handwritten Signature (if delivering in person)]

[Your Typed Name]