
One Month Notice Resignation Letter to Employer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am reaching out to formally tender my resignation from my role as [Your Position], with the intention of providing a one-month notice, culminating on [Your Last Working Day].

Having worked under your leadership for [X years/months], I have garnered experiences and skills that I hold invaluable. The opportunity to collaborate directly with you and our esteemed team on several transformative projects has been both illuminating and rewarding. However, after serious contemplation and discussions with my family, I've decided to move in a new direction that aligns more closely with my personal aspirations and career trajectory.

Throughout the upcoming month, I pledge to maintain the same level of dedication and commitment to my duties. I also volunteer to assist in training my replacement and to facilitate a smooth handover of my responsibilities.

I am deeply thankful for your mentorship and the faith you've consistently placed in me. I carry forward not just professional learnings but fond memories as well.

Warm regards,

[Your Name]