
One Month Notice Resignation Letter

[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 announce my resignation from [Your Position] at [Company's Name], effective one month from today, which will be [Your Last Working Day, e.g., September 30, 2023].

Over the past [duration you've worked e.g., "two years"], I've had the privilege to contribute to our team's successes and grow both professionally and personally. The experiences and memories I've gathered will remain invaluable to me.

My decision to move on is rooted in [a brief reason, e.g., "pursuing a new professional opportunity that aligns closely with my long-term career goals"]. I understand the challenges that come with such transitions, and I am committed to making this process as seamless as possible. Over the next month, I am more than willing to assist in training a successor, transitioning my current projects, and ensuring that everything is in order for my departure.

I want to express my deepest gratitude for your guidance and for the opportunities to work on such a dynamic team. I look forward to staying in touch and hope our paths cross again in the future.

Thank you for understanding, and please let me know how best I can assist during this transition.

Warm regards,

[Your Handwritten Signature (if delivering in person)]

[Your Name]