
One Month's Notice Resignation Letter Format

[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].

The decision to resign has not been an easy one, but after careful consideration, I believe it is in the best interests of my professional growth and personal well-being.

During the next month, I am dedicated to ensuring a smooth transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities.

Thank you for the opportunities for professional and personal development during my tenure at [Company's Name].

Sincerely,

[Your Name]