
Professional One Month Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[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.

The professional environment and opportunities provided here have greatly benefited my career. As I transition, I'll do my utmost to ensure continuity in my responsibilities.

Thank you for your understanding and support.

Best Regards,

[Your Name]