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# Resignation Letter For Personal Reasons with One Month Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I regret to inform you that I am resigning from my position at [Company Name], effective one month from today on [specific end date]. Personal circumstances compel me to make this difficult decision.

During this notice period, I commit to facilitating a seamless transition. Your guidance and the company's nurturing environment have meant a lot to me, and I aim to uphold these standards until my departure.

Sincerely,

[Your Name]