
Sample One Month Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am formally resigning from my position at [Company/Organization Name], with the last working day being one month from today.

The experiences, learnings, and collaborations here have been invaluable. I am committed to ensuring a smooth transition and will assist in any necessary handovers.

Thank you for your support and understanding.

Best,

[Your Name]