

Sample Resignation Letter One Month Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to formally notify you of my decision to resign from my position at [Company Name]. Please accept this letter as my one-month notice in accordance with the terms of my employment contract.

I have thoroughly enjoyed my time at [Company Name] and feel grateful for the opportunities and experiences I've had during my tenure here. I have grown both personally and professionally, thanks to the supportive work environment and the wonderful colleagues I've had the pleasure of working with.

However, after careful consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals and aspirations. This decision was not made lightly, and I assure you that I will do everything in my capacity to ensure a smooth transition during my notice period. Over the next month, I am committed to tying up any loose ends on ongoing projects and handing over my responsibilities to my colleagues in an organized manner. I am open to assisting in training my replacement or providing any necessary guidance to ensure the continued success of the team.

I want to express my heartfelt gratitude to you and the entire team at [Company Name] for the support, camaraderie, and professional development opportunities I've received throughout my time here. I will carry the valuable experiences I've gained with me as I embark on this new chapter of my career.

If there are any formalities or paperwork required for my resignation, please let me know, and I will be glad to complete them promptly.

Thank you once again for the enriching experience at [Company Name]. I wish the company continued success and growth in the future.

Sincerely,

[Your Name]