

Formal professional resignation letter template

Subject: Resignation Notice " One Month

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective one month from today, [Last Working Day]. This notice period will ensure a smooth transition of my responsibilities.

I appreciate the opportunities and experiences I have gained during my time here. I am committed to assisting with the handover process to minimize any disruption to the team.

Thank you for your guidance and support.

Sincerely,

[Your Name]

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