

Casual one month notice resignation email

Hi [Manager's Name],

I wanted to let you know that I am resigning from my role as [Your Position] at [Company Name]. My last working day will be [Date], giving a full month's notice as per policy.

I've really enjoyed working here and appreciate all the support. I'll make sure to wrap up my projects and help with a smooth handover.

Thanks a lot,

[Your Name]

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