

Career-oriented resignation letter template

Subject: Resignation Notice – One Month

Dear [Manager's Name],

I wish to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day], providing a one-month notice. This decision comes as I have accepted a new opportunity to further advance my career.

I am committed to supporting the team during this transition period to ensure continuity in all ongoing projects.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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