

Provisional resignation letter template

Subject: Provisional Resignation “ One Month Notice

Dear [Manager's Name],

I am submitting my resignation from my position at [Company Name], effective one month from today, contingent upon the completion of [specific project or condition]. I aim to provide a smooth transition for my responsibilities.

I appreciate your support and guidance during this period and will do my best to ensure continuity.

Best regards,

[Your Name]

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