

Appreciative resignation letter template

Subject: Resignation " One Month Notice

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Company Name], effective [Last Working Day], providing a one-month notice period. I deeply appreciate the guidance, mentorship, and opportunities I have received during my tenure.

I will ensure all my duties are completed and assist with transitioning my responsibilities to ensure minimal disruption.

Thank you once again.

Best regards,

[Your Name]

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