**Resignation Letter with One Month Notice**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer’s Name]

[Employer’s Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor’s Name],

I am writing to inform you of my decision to resign from my position as [Your Job Title] at [Company Name]. My last day of employment will be [Date], which provides a one-month notice period as per our employment agreement.

I have made this difficult decision due to personal reasons that require my immediate attention and focus.

I would like to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. It has been a privilege working alongside an exceptional team and being a part of the company’s growth. I am grateful for the valuable experience and knowledge that I have gained during my employment.

I am fully committed to ensuring a seamless transition of my responsibilities. I am more than willing to assist in training my replacement or providing any necessary documentation to ensure a smooth handover process. Please let me know how I can be of assistance during this period.

Sincerely,

[Your Full Name]