

One Month Email Resignation Letter

To: [Manager's Email]

[Company Name]

[Company Address]

Dear [Manager's Name],

Subject: Resignation Notice – One Month Notice

I am writing to formally submit my resignation from my role as [Your Position] at [Company Name]. My last working day will be [Last Working Day, One Month from Today].

I appreciate the experiences, challenges, and opportunities I have encountered at [Company Name]. My time here has been instrumental in my professional development, and I am grateful for the support I have received.

Over the next month, I will do my best to ensure a smooth transition, including completing ongoing projects and assisting in training my replacement. Please let me know how I can make this transition as seamless as possible.

Thank you once again for your mentorship and encouragement. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]