

## Resignation Letter

### Date

Recipient Name  
Title  
Company  
Address  
City, County/Region, Postcode

### Dear Recipient,

It is with regret that I wish to tender my resignation from my employment as an [JOB TITLE] within your organisation.

Therefore, I would like to give one month's notice, effective from today's date.

This decision is based purely on personal reasons and is in no way indicative of any dissatisfaction with my role within your company.

I have enjoyed my time working for [COMPANY NAME] and would like to thank everyone for the help and support which I have received.

I would like to wish the company all the best for the future.

Yours Faithfully,

**Your Name**