Resignation letter format with a one-month notice period

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Subject: Resignation from the post of [Your Designation]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Designation] in the [Department Name] at [Company Name]. This letter is submitted in line with the notice period in my appointment letter, which I understand to be [notice period as per your appointment letter]. Accordingly, my last working day will be [Last Working Day], subject to your confirmation.

During the notice period I will complete my pending tasks, prepare a written handover of my ongoing work and help train the person who takes over, so that the team does not face any disruption.

Thank you for the guidance and the opportunities I received during my time here. I have learned a great deal and will remember the team with respect.

Kindly let me know the procedure for my exit formalities and the final settlement.

Yours sincerely,

[Your Signature]
[Your Name]
[Employee ID]