

**Resignation Letter**

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Dear \_\_\_\_\_

It is with great regret that I wish to tender my resignation from my employment as a \_\_\_\_\_ within your organization.

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

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

I have enjoyed my time working for \_\_\_\_\_ 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