

# ONE MONTH NOTICE RESIGNATION LETTER

From:

**Employee Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email/Phone:** \_\_\_\_\_

To:

**Employer Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Dear Sir/Madam,

I am writing to formally notify you of my resignation from my position at the company. In accordance with my contractual obligations and UK employment law, I hereby provide one month's notice.

This notice period will commence on the date this letter is received, and my final working day will be exactly one calendar month thereafter. I will continue to perform my duties and assist in the transition process during this notice period to the best of my abilities.

Please consider this letter as my official resignation and acceptance of the terms set out herein. I acknowledge that I have fulfilled all contractual and statutory requirements related to this resignation.

I would like to take this opportunity to thank you and the company for the opportunities provided to me during my tenure. I have appreciated the chance to work with a supportive team and contribute to the company's goals.

Please confirm receipt of this resignation letter and the effective date of my final working day. Should you require any further information or assistance during this period, do not hesitate to contact me.

Yours faithfully,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge receipt of the above resignation letter and the stated last day of employment.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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