
Resignation Letter 30 Days Notice Period

John Doe

1234 Maple Lane

Anytown, NY, 12345

john.doe@email.com

(555) 123-4567

October 8, 2024

Jane Smith

Human Resources Manager

Widgets Inc.

4321 Oak Avenue

Anytown, NY, 12345

Dear Ms. Smith,

I am writing to formally announce my resignation from my position as Senior Analyst at Widgets Inc., effective 30 days from today, November 7, 2024. This decision has not been an easy one and took a lot of consideration. However, I have decided to accept an offer with another company that aligns more closely with my career goals.

During the next 30 days, I am committed to completing my current projects and ensuring a smooth transition. I am happy to assist in training a replacement and will do everything possible to ensure that my departure is as seamless as possible.

Working at Widgets Inc. has been a highly rewarding experience, and I would like to thank you for the opportunities for professional and personal development that you have

provided me during the last three years. I have enjoyed working for the company and appreciate the support provided me during my tenure with the company.

Please let me know how I can help during this transition period. I hope to continue to maintain a positive relationship moving forward.

Thank you once again for the opportunity to be a part of Widgets Inc. I am looking forward to my next adventure but will always cherish my time at our company and the relationships I've built.

Sincerely,

John Doe

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John Doe