

Resignation Letter With Notice Period For One Month

Mr. Kith Stapler
Director, HR
SOF Marketing
Rhino Street
California – 90011

Dear Mr. Stapler,

I, Steve Robs, am working for your esteemed organization as a marketing executive from the past six months. I have decided to humbly resign from my services after serving a notice period of one month. My last working day in the organization shall be Thursday, 12th December 2014. I request you to confirm the same from your end.

It had to take this decision since 'I'm planning to move out of the state with my family. 'I'm happy that I have been a part of your team and have enjoyed working every single day. Also, I would be more than happy to help whoever is hired to replace my position in the team. You can contact me on the number (123) 123343445, or you can also email me at xyz@steverobs.com.

Regards,

Steve Robs
Marketing Executive
SOF Marketing

