Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I would like to inform you that I have decided to resign from my job as the Assistant Manager Operations. Kindly accept this as my one-month notice. My last working day at ABC Corporation shall be on the 15th of March.

I am grateful to the company for providing me with the opportunity to work in this prestigious organization. However, the mounting work burden since the past one year has been taking a toll on my personal life as well as my mental health. My department is under-staffed and everyone in my team has to deal with the extra workload. Being at a senior position, I am faced with the most pressure. I have been requesting the management for hiring additional team members for my department but to no avail. It is for this reason that I can no longer serve the company.

I thank you for the experience I gained from this job. It has been a pleasure working for the company.

Sincerely,

Your Name