Anna Adore  
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**(Employee address)**

Manager,

River Side Sdn Bhd

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**(Employer address)**

2 September 2022

Dear Sir / Madam,

**ONE MONTH RESIGNATION LETTER**

I am writing to provide you with my formal notice of resignation from River Side Sdn Bhd. My last day will be 2 October 2022, one month from today.

2. This was not an easy decision to make, and I appreciate your support over the course of my employment at River Side Sdn Bhd.  I truly value the experience, training, and knowledge I gained over the past 3 years. It has been a pleasure working with you and the team.

3. Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.

Sincerely,

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(Anna Adore)