One Week Notice Resignation Letter

**From**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**To**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dear**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter represents my official resignation from my post as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I hereby respectfully announce my **1-week notice,** which shall commence today and will end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I will forever appreciate the skills, knowledge, and experience that you gave me for the past \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I owe the success that I am today, as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to this company and the amazing individuals that I have the honor of working closely with.

I do hope that one week would be enough for you to find a replacement. And, please do not hesitate to let me know if I could train, assist, or help the person that will take over my position, in any way I can, to ensure a smooth transition.

I will always be grateful to be a part of this family and for all the good times that we’ve shared together.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_