

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,
