

1 Week Notice Resignation Email

Subject: Resignation Notice - [Your Full Name]

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to formally notify you of my resignation from my position as [Your Position] at [Company Name], effective one week from today, [Last Working Day: Date].

Resignation Details:

- Reason for Resignation:

- Last Working Day: _____

I am committed to ensuring a smooth transition and will complete all pending tasks before my departure. Please let me know how I can assist during this period.

Thank you for the opportunities and support provided during my tenure. I have greatly valued my time at [Company Name].

Best regards,

[Your Full Name]

[Your Position]

[Your Phone Number]

[Your Email Address]