
1 Week Notice Resignation Letter Template Word

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to inform you of my resignation from my position as [Your Position], effective one week from today, [Last Working Day: Date].

Resignation Details:

- Reason for Resignation:

- Last Working Day: _____

I appreciate the opportunities for professional and personal development that I have received here. I will ensure that my responsibilities are fully handed over and that the transition is as smooth as possible.

Thank you for your guidance and support during my time at [Company Name].

Sincerely,

[Your Full Name]

[Signature]