
1 Week's Notice Resignation Letter Sample

[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 announce 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: _____

Please be assured that I will do everything possible to ensure a seamless transition. I am willing to help train a replacement and provide support during this transition period.

Thank you for the support and opportunities you have provided during my tenure at [Company Name]. It has been a pleasure working with you and the team.

Best regards,

[Your Full Name]

[Signature]