
1 Week Notice Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I regretfully submit my resignation from [Your Position], effective one week from today, on [End Date, e.g., September 7, 2023].

Though my tenure here was brief, the experience was invaluable. I'm dedicated to aiding in a smooth transition within this short period.

Your understanding and support are highly appreciated.

Best regards,

[Your Name]