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# 1 Week Notice Resignation Letter Example

Dear [Manager's Name],

I hope this letter finds you well. After much contemplation, I have come to the decision to resign from my position at [Company Name], effective one week from today, [last working day's date]. Though I had hoped to give more time, personal reasons necessitate this swift transition.

I deeply value the experiences and growth I've achieved during my tenure here. I commit to doing my utmost over the next week to ensure a seamless handover of my duties. Your support and understanding mean a great deal to me.

Warm regards,  
[Your Name]