

# One Week Notice Resignation Letter Sample with Thank You Note

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Date

**Manager's Name**

Company Name

Company Address

City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective one week from today. My last working day will be [Last Working Day, e.g., June 14, 2024].

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time here. Working at [Company Name] has helped me grow both professionally and personally, and I truly appreciate the support and guidance from you and the entire team.

Please let me know how I can help during this transition to make the process as smooth as possible. I am committed to completing my tasks and assisting in the handover of my responsibilities.

Thank you once again for your leadership and for all the support throughout my employment. I value the experience and relationships I have built here, and I hope to keep in touch in the future.

Sincerely,

[Your Name]