

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]