

One-Week Notice Resignation Letter for Better Opportunity

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective one week from today, with my last working day being [Last Working Day, one week from date above].

This decision was not made lightly, as I have enjoyed my time working here and deeply appreciate the opportunities for professional and personal growth that you and the company have provided me. However, I have recently been offered a new position that aligns more closely with my long-term career objectives and personal aspirations.

I will do my utmost to ensure a smooth transition during my remaining time here. Please let me know how I can assist in handing off my responsibilities and training my colleagues as needed.

Thank you again for your guidance, support, and the opportunities I've had to develop my skills as part of the [Company Name] team. I wish the company continued success and hope to keep in touch in the future.

Sincerely,
[Your Name]