**ONE WEEK NOTICE RESIGNATION LETTER**

Dear Ms. Wozniak,

It is my regret to inform you that I must hand in my resignation as head of security at Cornado Center. My last day of work will be next Wednesday, the 29th of March.

Unfortunately, due to unforeseen circumstances, I am not able to fill out the regular two weeks as per the employee handbook. I have an urgent family matter to attend which I cannot go into more detail about.

I hope you understand and accept this letter as I do not wish to cause you or the department any aggravation. You have been very good to me, and I have very much enjoyed working under your authority.

Although I will only be here for one more week, I would like to extend my services in guiding my replacement through his rounds and duties.

Best regards,

[Signature]

Manny Atencio