**ONE WEEK NOTICE RESIGNATION LETTER**

January 1st, 20XX

Daryl O’Reilly
Head of Operations
Bridgeport Brewing Company
1212 Marshall St
Portland, OR, 97204

Dear Mr. O’Reilly,

It is with remorse that I write to you today with my formal resignation. My last day of work will be January 8th, 20XX.

The reason for the short notice is rather personal, all I can say is that I am no longer in need of employment. I want you to know it has nothing to do with you or the company. I have very much enjoyed my 4 years working at Bridgeport Brewing Company and have nothing but good things to say about management and my coworkers.

I hope you’ll accept this short notice of resignation and please let me know if I can help find or train a replacement.

Best wishes,

[Signature]