**ONE WEEK NOTICE RESIGNATION LETTER**

April 15th, 20XX

Board of Directors  
Accenture  
201 S College St  
Charlotte, NC, 28211

To the Board of Directors,

This letter is to inform the board of my official resignation from the position of Health Analytics Strategy & Transformation SE, effective April 22nd, 20XX.

I dislike the idea of providing only one week’s notice but I have been accepted for a position which I will need to start almost immediately. I hope that you can understand my situation and believe me when I say that Accenture has been an exceptional place to work. You have all been very supportive over the years.

I have put together a list of on-going projects and cases that have yet to be completed. I will make sure to prepare my coworkers in my final week to ensure the company’s forward projection.

Please accept my sincerest apologies and don’t hesitate to contact me at any time. Thank you for your generosity and understanding.

Sincerely,

[Signature]