**TEMPLATE**

 **ONE WEEK NOTICE RESIGNATION LETTER**

[Date]

[Manager's first and last name]

[Manager's title]

[Company name]

[Full address]

Dear [Mr., Ms. or Mrs. Manager's last name],

I am submitting my formal resignation with one week notice from my [position or title] at [company name]. I am resigning with short notice due to [reason] and I hope you accept my apologies for supplying this letter on short notice.

I would like to express my gratitude for the opportunities this company has provided me over the past [number of years worked] I've worked here.

I appreciate your understanding and I am willing to help with making this transition easier over the next few [days/week].

If you need to contact me after my departure, I am willing to chat via phone or email to help answer questions about my [work, current projects] to help the new hire get up to speed.

Sincerely,

[Signature]