**ONE WEEK NOTICE RESIGNATION LETTER**

October 18, 20XX

Ms. Janaya Campbell
Human Resources Manager
ABC Company
123 Allerton Road
Cambridge, MA 07314

Dear Ms. Campbell:

Please accept this letter as formal notification that I am resigning from my position with ABCD Company on Friday, October 22, 20XX. I understand that two weeks' notice is standard. However, personal circumstances require that I leave my position at this company with one week notice period.

I am glad to provide any assistance I can during this transition. Thank you for the opportunities for professional and personal development that you have provided me during the last five years.

I have enjoyed working for the agency and appreciate the support given during my tenure with the company.

Sincerely,

Signature (hard copy letter)