**ONE WEEK NOTICE RESIGNATION LETTER**

**Subject:** Resignation Effective October 15, 20XX

Dear Bob,

Please accept this letter as my resignation from XYC company. Unfortunately, due to health reasons, I won't be able to provide the standard two weeks notice. My last day at the company will be this Friday, October 22, 20XX.

I apologize for the one-week notice. I've enjoyed working together tremendously and have learned so much from your management. Please let me know what I can do in the next few days to help ease the transition.

Thank you for your understanding.

Sincerely,

Samuel