**ONE WEEK NOTICE RESIGNATION LETTER**

Dear Ms. Buckley,

This letter is to inform you of my resignation from Smith Communications, effective October 8, 20XX. I am resigning due to my acceptance of another job offer with which I would need to start right away. Please accept this letter as my official **one week’s notice** of resignation from Smith Communications. I am truly sorry for any inconvenience that this short notice resignation may cause to you or any of the other team members and wish to do all in my power to help make this transition a smooth one.

I will inform my coworkers personally of my intentions and strive to either finish my current projects or transfer responsibility where appropriate. If I can be of any further assistance in this matter, please do not hesitate to get in touch with me via phone at (555)-555-5555 or email at [email] I look forward to hearing from you.

I appreciate all of the valuable experience I have learned in my time at Smith Communications and trust that it will continue to serve me well in my future endeavors. I will miss all of my coworkers and the great work environment but look forward to what the future holds. I wish you all the best. Thank you for your understanding in this matter.

Yours sincerely,

Larry Burns