**ONE WEEK NOTICE RESIGNATION LETTER**

Dear Mr. Randall,

It is with remorse that I write to you today with my formal resignation. My last day of work will be 03-03-22XX. The reason for the one-week notice is rather personal, all I can say is that I am no longer in need of employment. I want you to know it has nothing to do with you or the company. I have very much enjoyed my 4 years working at Springfield Brewing Company and have nothing but good things to say about management and my coworkers.

I hope you’ll accept this short notice of resignation. Please let me know if I can help you find or train a replacement.

Sincerely,

Edward Black