**Jamya Patrick**

City, State, Zip Code

To Jordan E. Snow  
Manager, HR  
Company Name

City, State, Zip Code

Dear Ms. Snow,

This letter is to inform you of my one week notice of resignation from my position as Sales Coordinator with Company Name. The reason for such short notice is that I have been offered another job opportunity with a required start date of September 29, 2014. Therefore, my last day of work here will be Friday, September 26, 2014. Please consider this my official one week notice resignation letter.

I do apologize for any inconvenience this may cause your or my colleagues. However, I will do all that I can to ensure that my current projects are completed or assigned to capable co-workers for completion prior to my departure. Should you require any further assistance, I can be reached at 000-000-0000 or email@email.com.

My time here at Company Name has been an invaluable learning experience. I am in debt to all with whom I have worked and wish everyone at Company Name the greatest success in the future. Thank you so much for your attention to this matter.

Sincerely,

Jason Sykes

Sales Coordinator