**ONE WEEK NOTICE RESIGNATION LETTER**

Dear Mr. Daryl

This letter is to let you know I will resign as the procurement assistant at Bridgeport Supplies., effective one week from today. I lost my parents in a grisly road accident on Monday. In this respect, I will have to relocate to our home country for burial and to take over the management of the family businesses.

I am grateful for the opportunity your company has granted me for the last ten years. The strides I have made in my career as a procurement officer are courtesy to your company and the fantastic employees.

Please let me know how I can assist in ensuring a smooth transition in the transition period.

Thank you.

[Signature]