**EMAIL TEMPLATE**

 **ONE WEEK NOTICE RESIGNATION LETTER**

To: [Manager’s Email Address]

Subject: Letter of Resignation - [Your Name]

Dear [Manager’s Name],

Please accept this letter as a resignation notice that will resign from my position as the sale representative for Pathways Medics effective one week from today (Date). My family will be relocating to Oregano, and I will have to move with them.

I highly appreciate the opportunities your company offered me to learn and grow in my career.

Please if you need any assistance for a smooth transition, let me know. I the meantime I will work on all pending tasks before the due date.

Sincerely,

[Your Signature]