

One Week Notice Letter

From: _____

Sender's Name

Sender's Position

Sender's Address

City, State, ZIP Code

Date

To: _____

Recipient's Name

Recipient's Position

Company Name and Address

City, State, ZIP Code

Dear _____,

It is my regret to inform you that I must hand in my resignation as _____ at _____. My last day of work will be on _____.

Unfortunately, I am not able to fill out the regular two weeks as per the employee handbook due to the following unforeseen circumstances:

I hope you understand and accept this letter as I do not wish to cause you or the department any aggravation. You have been very good to me and I have very much enjoyed working under your authority.

Although I will only be here for one more week, I would like to extend my services in guiding my replacement through their rounds and duties.

Sincerely,

Sender's Name

Sender's Signature