

RESIGNATION LETTER WITH ONE WEEK NOTICE

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Introduction

Given below is a sample of a resignation letter with a one week notice. Different companies or organizations have different requirements when it comes to serving notice before resignation. This letter is usually written by an employee who is resigning from a company to serve notice and to state the reasons for the resignation.

Resignation Letter with One Week Notice Tips

Here are some tips to write this letter:

- The tone of the letter should be formal yet cordial
- Clearly state the reasons for resignation
- Mention the last working day and the period worked in the company.
- It must be submitted one week to ten days prior to your intended last date of working
- Thank the company and your colleagues for your good experiences there

Sample Resignation Letter with One Week Notice

From,

Anna Esposito

890 Crompton Place

24th Street, Miami, FL

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Date ----- (Date of letter)

To,

Katherine Green

MD, Shambala Marketing

17/9, Sterling Office Complex

Miami , FL

Subject - Resignation

Dear Ms.Green,

I am writing to submit my resignation as Sales Executive in Shambala Marketing.

I am giving one week notice as of today as is required by my contract. My last day of work at Shambala will be 28th February 2013.

Kindly arrange to relieve me of my responsibilities by that date. I trust that my dues will be calculated and paid to me on or before 28th February 2013.

May I take this opportunity to thank the Management and Staff at Shambala Marketing for their unwavering support throughout my 8 years of service in the company.

I wish the company and every employee, every success for the future.

Thanking you,

Yours Truly,

Anna Esposito

Resignation Letter with One Week Notice Template

From,

Date ----- (Date of letter)

To,

Subject - Resignation

Dear -----,

I am writing to submit my resignation as ----- (mention your post) in -----(company name).

I am giving one week notice as of today as is required by my contract. My last day of work at -----
-----will be -----(mention date of last working day in company).

I request you to instruct the Finance Department to settle my dues before my last working day, and to relieve me of my responsibilities.

May I take this opportunity to thank the Management and Staff at -----(mention company name) for their unwavering support throughout my ----- (mention no.of years worked) years of service in the company.

I wish the company and every employee, every success for the future.

Thanking you

Yours sincerely,

Signature and Name

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