

Sample One Week Notice Letter

From: Edward Black
392 Ridgewood Street
Springfield, Pennsylvania 19064

[Date]

To: Jason Randall
Head of Operations
Springfield Brewing Company
874 Valley Drive
Springfield, Pennsylvania 19064

Dear Mr. Randall,

It is with remorse that I write to you today with my formal resignation. My last day of work will be [Date].

The reason for the short notice is rather personal, all I can say is that I am no longer in need of employment. I want you to know it has nothing to do with you or the company. I have very much enjoyed my 4 years working at Springfield Brewing Company and have nothing but good things to say about management and my coworkers.

I hope you'll accept this short notice of resignation. Please let me know if I can help you find or train a replacement.

Sincerely,

Edward Black

[Signature]

How To Write A One Week Notice

Patricia Goodson



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