Date:   
  
Bosses Name: Mr/Ms   
Title:   
Company:   
Street Address:   
Suburb, State, Postcode

Dear (Boss Name),

I am writing this letter to inform you that I am resigning from my position as Operations Manager at Company Services Pty Ltd.

As per my contract of employment, I am giving you one month’s notice, and my last day of employment with the company will be on the 16th October 2015.

I am leaving to pursue a career as a personal trainer as this has always been an ambition of mine.

I will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period. Please also note that I am prepared to assist with recruiting for and training my replacement prior to my leaving.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith  
2 Home Road  
Sydney NSW 2000