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

Dear Mr Brown,

Please accept this letter as formal notification that I will be resigning from my position of Operations Manager at Company Services Pty Ltd to pursue full-time studies at university.

In accordance with my contract of employment, I am giving one month’s notice and my last day of employment will be 16th October 2015.

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