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

Dear Mr Brown,

It is with regret that I am writing to you to offer my resignation from my position as Operations Manager at Company Services Pty Ltd, with my last day of employment being 16th October 2015 in accordance with the notice period in my contract of employment.

I am relocating to Melbourne with my family, and in the absence of an internal transfer, I will be seeking employment in a similar role when we arrive. It would be greatly appreciated if you would provide me with a written reference to assist me with my transition.

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

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