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

Dear Mr Brown,

I am writing to tender my resignation from my position of 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 ready to take the next step in my career and have accepted a position as Head of Operations.

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