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

Dear Mr Brown,

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

I realise that my contract of employment requires me to work until 16th October 2015, however, I would be grateful to be released earlier due to.

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