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 May 2017 in accordance with the notice period in my employment contract.

Please 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 opportunity 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 let me know.

Yours sincerely,

John Smith  
2 Home Road  
Sydney NSW 2000