

To:

John Smith

154, Main Street,

London.

29th September 'XX

Dear Mr. Smith,

I would like to tender my resignation from the post of (Assistant General Manager).

As per our contractual agreement kindly treat this as a one week's notice and relieve me of my duties by (6th October, 'XX).

I would like to place on record my sincere appreciation and gratitude for giving me an opportunity to grow professionally.

Thanking You,

Yours Sincerely,

Signature

(Anna Taylor)