

**William Tyler**

Johnson Street  
Mansfield Park SA 5012  
Tel: 0400 000 000

[date]

**Mr Derek Smith**

Chief Executive Officer  
ABC Service Ltd  
5 Main Street  
Adelaide SA 5000

Dear Derek

I regret to inform you that I'm leaving ABC Service. I have enjoyed working with everyone and have learned a great deal during my time at the company. Please note that I would like to leave on 15 December 2014.

I am currently getting all my files up to date and my current projects completed before I leave.

Yours sincerely

[sign here]

**William Tyler**