

Josephine Smith

92 Apple Drive
Freetown SA 4333
Tel: 0400 000 000
E: josmith@email.com

[date]

Mr Alex Norton

HR Manager
Blueson's Electricals
1 Great Street
Freetown SA 4333

Dear Mr Norton

Please accept this letter as formal notification that I will be leaving Blueson's Electricals. I have enjoyed my time working at the company but am now seeking a career change.

As per my employment contract, I am giving one month's notice and my last week here will commence 7 June 2014. I am in the process of finalising my projects and will ensure that all company equipment is returned.

I'd like to thank you for all your support over the last six months.

Yours sincerely

[sign here]

Josephine Smith