

Mr Jones
Managing Director
Some Made Up Company Ltd
Hill Street
London
SE1 1RJ

22 September 2010

Dear Mr Jones

It is with regret that I tender my resignation as Office Junior with SMUC Ltd. This follows my appointment as Office Manager with Harrows Supplies Ltd. As I am required under my contract to give you one month's notice, I understand that my last day of employment will be on the 22 October 2010.

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May I take this opportunity to thank you for all of the invaluable help, advice and encouragement that you have given me during my one year with SMUC Ltd. I have thoroughly enjoyed my time here but I feel the moment is now right for me to take up new responsibilities and challenges.

Yours sincerely

Richard Brookes
41 Howard Road
Surrey
SW1 8GG