**Monica Spears**

2 Fischer Street   
Fremantle WA 6162   
M: 0408 888 888   
E: monica\_spears@email.com

[Date]

**Mary Black**

Team Leader   
Smith and Smith   
High Street  
Fremantle WA 6162 

Dear Mary

I am writing to inform you that I am resigning from my position as Customer Service Officer.

As per my contract, I am providing two weeks’ notice. My last working day will be Wednesday 24 September 2008.

Yours sincerely

[Sign here]

**Monica Spears**