**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**