Hayden Lim  
The Magazine Company Pte Ltd  
23 Contents Drive  
  
27th March 2011  
  
Coleen Tan  
The Magazine Company Pte Ltd  
23 Contents Drive  
  
Dear Ms. Tan (remember to include correct salutations),  
  
Please accept this letter as notification that I am resigning as Editor of The Magazine Company, effective 4th April 2011. My last day of service with the company shall be on 29th April 2011.  
  
I am resigning to pursue other career options in a different industry, and am thankful for all the opportunities that have been given to me over the past three years in The Magazine Company. My role as Editor has helped me to mature professional and personally, and I would like to express my gratitude for all your guidance.   
  
If I may assist during the hiring process and the transition period, I am more than happy to do so while serving my notice and for a period of three weeks after that.    
  
Thank you and I wish The Magazine Company continued success.  
  
Sincerely,  
Hayden Lim