12 Orchard Grove

HIGHFIELD VIC 3023

Mobile: XXXX XXX XXX

Email: matthew.richards@xmail.com

10 January 2012

Dear Mr. Burn

 I write to confirm that I am resigning from my position as Advertising and Sales Assistant for Broad and Allen.

 Although it is not stated in my written contract of employment, I understand that my notice period is three weeks. My last day at work will be 31 January 2012.

This was not an easy decision for me and I have given it a lot of thought. I have decided that it is time for me to move on and have accepted a position elsewhere. I am confident that my new job will help me to move forward in my career.

I would like to take this opportunity to thank Broad and Allen for my experience over the past three years.

Yours sincerely

Matthew Richards