Mr. Jones
Managing Director
Jacksons Distribution Service Ltd
Hill Street
London
NE1 1XX

4th January 2011

Dear Mr. Jones

It is with great regret that I am writing to you to offer my resignation from my position as Administrator. I am relocating to Birmingham in the near future as an Office Manager with a Local Authority there.

As per my contract I am giving you twenty eight days notice of my intention to leave. My final working day will be 2nd February 2011.

I would also like to state that I have appreciated being part of your team and am also grateful for the opportunities that the company has provided me with.

I wish you good luck and continued success for the future.

Yours sincerely,

Linda Brown
26 Made Up Road
London
S11 4JJ