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