

Date

Company's name

Address

Attn: Company Director

RE: RESIGNATION LETTER EFFECTIVE 30th AUGUST 2010

First and foremost, it has been a great years during my tenure with (company's name) for the past 7 years.

I tender my resignation effective 31st August 2010 with 1-month notice. I have decided to make my own small business, as this has been my inspiration and motivation and also to support my family financially.

I've learned so much and have shaped my knowledge in this industry. I will try to make myself free if any assistance needed related to office matters with agreed fee from both of you as a part time job.

I wish (company's name) a good year ahead and may more projects coming in this year.

Thank you.

Sincerely,

YOUR NAME

Position