Dear Mr. Paul;

Good day sir!

I write because I would like to inform you that I would be terminating my employment to your company on November 30, 2009. This is due to the fact that my family and I will be settling down in the other country abroad.

It is a hard decision for me and I have contemplated for this for several months. It is hard because I have been used to my job in your company and I already know and come close to several of my co-employees. It is such a wonderful thing working with you sir and during those years that I was working I learned a lot especially in managing employees, handling tough projects and making decisions.

I do hope that I exceeded your expectations to me and I have been good employee to you. I have nothing more to say but Thank you sir.

Truly yours,

Mr. Benny Shaw