Mr. Nigel West

Elegant Apartments

Bristol, BS17 1QY

October 20, 2010

James Williams

General Manager

Likeable Company

Bristol

Dear Mr. Williams,

This is to notify you that I will be departing for London on November 25.  I have already personally discussed my reasons which are family-related to the human resources officer earlier.

I would like to express my heartfelt appreciation for the learning experience I have had during my tenure in your company.  I have gained important skills and knowledge that will continue to guide me as I pursue my career.  I have become a better person, both professionally and otherwise, because of my employment with you.

I have already turned over all documents and files related to my post to the human resources officer.  I will be available to give my replacement a thorough orientation about the status of my job should it take place before my departure.

You may contact me at my mobile number should you need to reach me.

Sincerely,

Nigel West