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so many fake sites. this is the first one which worked! Many thanks

Mrs Jessica Green
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Anytown
1X1 2VZ

Mr H Durak
HR Manager
BHB Solutions
789 The Street
Anytown
2J8 9KH

(insert date)

Dear (insert name)

I write to inform you of my decision to resign from my position as Civil Engineer from the date of this letter. As per the terms and conditions of my employment I hereby give my 6 weeks notice. I would like to finish as soon as possible and would therefore be grateful if you could confirm my final working day after any annual leave has been taken into account.

I will do everything possible to assist during the transition period whilst you seek a new employee for my post, and am already in the process of bringing colleagues up to date on my current projects.

I want to take this opportunity to thank you for all the opportunities you have offered me during my time working for this company.

Kind regards

(insert signature)

Your Name

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