

Your Name
Company Name
Street Address
City, ST ZIP Code
Date

Recipient Name
Title
Organization Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

I wish to inform you that I shall be resigning from my job on 07 March 2xxx. I will be taking up a new appointment in Thailand.

My stay here has been a beneficial one and I learned a lot under your guidance. I thank you very much for everything you have done for me.

However a better opportunity awaits me and I have to take it. Furthermore Thailand is nearer to my home town, Malaysia, so I can be closer to my family there. Thank you.

Sincerely,

Your Name