Joseph Williams

6 Piper Crescent

West Beach SA 5024

Tel: 0435 000 000

[date]

Mrs Sonja Rosenthal

The Edge Media Group

The Strand

Adelaide SA 5000

Dear Sonja

Please accept this letter as my formal notice of resignation. As per my employment contract, I am giving one

month’s notice and will be leaving on [insert date].

While I have thoroughly enjoyed my time working at The Edge, I have decided to make this move to advance

my career. I wish to express how much I appreciate the opportunities I have been given over the past three

years, and will be sad to leave the team.

My projects are currently up to date and I believe I will be able to make an efficient handover of my current

projects before I leave.

Please let me know if you need my help in any other way.

Kind regards

[sign here]

Joseph Williams