

John Brown  
222 Every Road, Any Town, AA1 1BB

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Mrs Jane Smith  
ABC Company  
All Streets  
Any Town  
YY1 1ZZ

(Date)

Dear Mrs Smith

It is with regret that I am writing to let you know that I will have to terminate my employment with your company as I have to move away to deal with a family emergency. I am very sorry to leave you without cover, but I will not be able to work my full notice, and will have to leave on Friday.

I have really enjoyed my time with this company and working within this team, and I am disappointed that I am forced to finish so quickly. I hope you will still be able to offer me a reference in the future.

Thank you for all your assistance during my training period.