

24th October 2016
Mr. Taro Shigoto
Sales Manager
4 Chome-2-8 Shibakoen
Minato, Tokyo, Japan

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Ms. Matilda Goh
Human Resources Manager
SK Company Inc.
20 Anson road, Global plaza #05-06
Singapore 132465

Dear Matilda,

I am writing to formally notify you that I am resigning from my position as Human Resource Executive Assistant with SK Company Inc.

My last day of employment will be 24th of November as per the terms of my employment contract.

I appreciate the opportunities I have been given at SK company and your professional guidance and support. I wish you and the company success in the future.

I would be happy to help with the transition of my duties and will gladly help in hiring / training processes of my replacement during the next one month so that the company continues to function smoothly after my departure.

Yours sincerely,

Your signature

Taro Shigoto